



Tiny Einsteins

Early Learning and Childcare Centre

PARENT HANDBOOK

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A MESSAGE FROM OUR PROGRAM DIRECTOR

A Heartfelt Welcome from Beltline's Program Director

Dear Parents and Guardians,

Welcome to Tiny Einsteins Early Learning and Childcare Centre—an enthusiastic community committed to the well-being, education, and growth of our cherished children.

This handbook is your go-to guide, outlining the principles that shape our commitment to exceptional care. At Tiny Einsteins, we believe in creating a nurturing and inclusive environment that empowers children to flourish.

Our policies uphold the highest standards of quality, professionalism, and accountability across all operations. By adhering to these policies, we aim to create a safe, stimulating, and enriching experience for every child in our care.

Familiarize yourself with this handbook—it contains essential information about our routines, safety practices, communication protocols, and more.

Your partnership is crucial. By upholding these policies, we can provide the best care and education for our mighty learners. Thank you for contributing to a positive and supportive learning environment.

Welcome to the Tiny Einsteins community. Let's embark on this rewarding journey together as we nurture and inspire the next generation.

Best regards,

Marivic Gamas

Program Director
Tiny Einsteins - Beltline

INTRODUCTION

COMPANY BACKGROUND

Established in 2022, Tiny Einsteins Early Learning and Childcare Centre is dedicated to nurturing and enriching children's holistic development. We combine the Flight-Alberta Early Learning Framework Curriculum, GMRC Values Education, and Erik Erikson's Developmental Theory to foster essential skills, instil values, and support developmental growth. Our goal is to inspire a love for learning, nurture individuality, and equip children with the skills and values they need to thrive.

MISSION, VISION, VALUES

Mission

To provide exceptional early education and guidance, creating a safe and nurturing environment for children to reach their full potential.

Vision

To empower and nurture every child, supporting their emotional, spiritual, physical, and psychosocial development, enabling them to thrive.

Values

Our core values are kindness, respect, and appreciation for self and others, fostering a culture of empathy and compassion.

COMPANY CULTURE

At Tiny Einsteins Early Learning and Childcare Centre, we prioritize nurturing, inclusivity, and continuous growth. We value every team member and encourage collaboration and teamwork. Open communication, active listening, and mutual support are fundamental to our culture.

We emphasize professionalism and excellence, staying updated with the latest early childhood education research and best practices. We support our team's professional development and growth.

We celebrate inclusivity and diversity, valuing each individual's unique background and experiences. We create an environment where everyone feels welcome and respected, fostering a sense of belonging.

A positive and nurturing atmosphere is key to our culture. We promote work-life balance, self-care, and personal growth, believing that supported and fulfilled staff can provide exceptional care and education.

Ultimately, our culture focuses on the well-being and development of every child. We are passionate about early childhood education, dedicated to exceptional care, and committed to creating a positive and enriching experience for children and families.

IMPORTANT PHONE NUMBERS

CHILD CARE CONNECT	1.844.644.5165
TINY EINSTEINS - MAIN LINE	403.453.1789

ENROLLMENT AND ADMISSION

CHILD ELIGIBILITY POLICY

Tiny Einsteins Early Learning and Childcare Centre is committed to providing a safe, inclusive, and enriching environment for children. This policy outlines the eligibility criteria for children registering to attend our childcare centre.

- **Age Requirement:** Children must be within the age range specified for each program offered by the childcare centre. Age eligibility is determined based on the child's age as of the first day of enrollment.
- **Parent/Guardian Consent:** Children may only be enrolled with the consent of their parent(s) or legal guardian(s). Appropriate documentation verifying legal guardianship must be provided upon registration.
- **Health and Immunization:** Children must meet the health and immunization requirements set by local regulatory authorities. Proof of up-to-date immunizations and health assessments is required at the time of registration.
- **Availability:** Enrollment is subject to availability of spaces within the requested program. Priority may be given to returning children and siblings of current attendees, as well as based on program capacity and age group ratios.
- **Behaviour and Developmental Readiness:** Children should exhibit behavior and developmental readiness appropriate for their age group. This ensures a positive and productive learning environment for all children.
- **Special Needs:** Tiny Einsteins Early Learning and Childcare Centre is committed to inclusivity. Children with special needs will be considered for enrollment, provided that our programs can adequately meet their requirements. Additional support and resources may be arranged as needed.
- **Parental Commitment:** Parents/guardians are expected to actively participate in their child's educational journey, maintain open communication with staff, and adhere to centre policies.

ENROLLMENT PROCESS

To ensure a transparent and efficient enrollment process, the following steps and guidelines are provided:

1. **Inquiry and Information Gathering:** Prospective parents/guardians can inquire about enrollment through our website, phone, or in-person visits. Our administrative staff will provide detailed information about our programs, facilities, fees, and the enrollment process.
2. **Submission of Application:** Parents/guardians must complete and submit an enrollment application form providing accurate and up-to-date information about the child. The application form can be submitted online through our website, within Brightwheel.
3. **Eligibility Review:** Our staff will review the submitted application to ensure it meets our eligibility criteria. If the child meets the criteria, the parents/guardians will be informed about the next steps. If not, alternative options may be discussed.
4. **Tour and Orientation:** Prospective parents/guardians and the child are invited for a tour of our facility to familiarize themselves with our environment and programs.
5. **Documentation Submission:** Upon confirmation of enrollment, parents/guardians must submit necessary documentation including immunization records, emergency contacts, and medical information.
6. **Enrollment Agreement and Fees:** Parents/guardians will receive an enrollment agreement outlining program details, schedules, fees, and payment terms. Upon acceptance, parents/guardians must sign the agreement and pay the required fees as specified.

ENROLLMENT DOCUMENTATION

At Tiny Einsteins Early Learning and Childcare Centre, we prioritize the safety and well-being of each child by keeping accurate and complete enrollment records. Here's what you need to know about the documentation process:

What You Need to Provide:

- A completed and signed enrollment application form
- Your child's birth certificate or proof of identity
- Up-to-date immunization records
- Emergency contact information (names, phone numbers, relationships)
- Custody documentation, if applicable
- Medical information, including allergies and dietary restrictions
- Photo IDs of individuals authorized to pick up your child

Health and Medical Records:

- Provide current health and medical records, including physical exams and vaccinations.

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- Inform us of any medical updates or changes promptly.

Consent Forms:

- Sign consent forms for medical emergencies, field trips, and other relevant activities.
- Update these forms annually or as needed.

Enrollment Agreement and Fees:

- Sign the enrollment agreement, which includes details about the program, schedule, fees, and payment terms.
- We'll keep a copy of the signed agreement on file.

Confidentiality:

- All your child's enrollment information is kept confidential and secure.

Emergency Contacts and Pick-Up:

- Keep emergency contact information updated and notify us of any changes.
- Ensure the list of individuals authorized to pick up your child is current.

Updating Documentation:

- Please provide any updates to your child's information as soon as possible.
- We will also remind you when updates are needed.

Storage and Access:

- We securely store all enrollment documentation, and only authorized staff have access.

Review and Updates:

- We review and update our processes annually to ensure we meet all regulations and best practices.
- All staff and parents/guardians need to follow these guidelines to keep our records accurate and up-to-date.

WAIVERS

For certain activities and events at Tiny Einsteins Early Learning and Childcare Centre, we may ask parents/guardians to sign waivers to ensure everyone's safety. Here's what you need to know:

Activities Requiring Waivers:

- We will identify which activities or events require a waiver.

Waiver Details:

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- Waivers will clearly explain the activity or event and any potential risks involved.

Getting and Returning Waivers:

- You will receive waiver forms ahead of time, either electronically or on paper.

Please review and sign the waivers before the activity or event.

Parent/Guardian Consent:

- By signing the waiver, you acknowledge and agree to your child's participation in the activity or event.

Record Keeping:

- Signed waivers are kept securely and confidentially.
- Only authorized staff can access these records.

Validity of Waivers:

- Waivers are only valid for the specific activity or event they were signed for.
- We may need a new waiver for each occurrence of the same activity or event.

Communication:

- We will explain why waivers are necessary, emphasizing that they help ensure your child's safety.

Language Accessibility:

- Waiver forms will be available in languages you understand, and translation assistance will be provided if needed.

Review and Updates:

- We periodically review and update waiver forms to make sure they are accurate and comply with regulations.

Staying Informed:

- It's important for all staff and parents/guardians to understand and follow these guidelines for waivers to keep everyone safe and informed.

CURRICULUM AND TEACHING PRACTICES

At Tiny Einsteins Early Learning and Childcare Centre, we focus on integrating a comprehensive curriculum tailored to foster holistic child development. This integration is essential for providing a rich, developmentally appropriate learning experience.

Curriculum Integration:

Alberta's Flight Early Learning: Our core curriculum aligns with this program, promoting child-centered learning. Our educators design lesson plans that encourage exploration, inquiry, and self-directed learning, balancing play-based activities with structured learning.

Good Manners and Right Conduct: Social and emotional learning is embedded in our daily activities, aiming to develop empathy, kindness, and respect among children. Our educators lead by example, teaching polite behaviors and positive social interactions.

Erik Erikson's Developmental Stages: We use these stages as a framework to understand each child's individual needs and developmental progress. Activities and interactions are tailored to nurture each child's growth in trust, autonomy, initiative, and industry.

Your Role in a Child's Learning:

Our educators play a crucial role in implementing this integrated curriculum. They are not just teachers but also facilitators of learning, who:

- Create a supportive learning environment.
- Provide guidance and encouragement to explore and discover.
- Observe each child's development and tailor interactions accordingly.
- Instill foundational values like respect, empathy, and cooperation.

Advantages to Child's Development:

The integration of our curriculum and teaching practices offers significant benefits to a child's development:

- **Enhanced Learning:** By incorporating varied educational frameworks and focusing on the child's interests, children receive a more engaging, relevant, and impactful learning experience.
- **Social-Emotional Growth:** Fostering good manners and right conduct helps children develop essential social skills, emotional intelligence, and a strong moral compass.
- **Individualized Attention:** Understanding Erikson's developmental stages allows educators to provide personalized support, promoting each child's self-esteem and independence.
- **Preparedness for Future:** The balanced approach of play-based and structured activities prepares children not just academically but also socially for their future schooling and life.

PARENT AND COMMUNITY ENGAGEMENT

Tiny Einsteins Early Learning and Childcare Centre values open communication and respects the rights of parents/guardians in making informed decisions about their child's participation in our programs and activities. We encourage two-way communication to share information, concerns, and updates.

PARENT/GUARDIAN ORIENTATION

We offer an orientation session for new parents/guardians to introduce them to our programs, policies, and staff. This helps families understand our approach and how we can work together to support their child's development.

As part of the orientation, we emphasize the importance of keeping children hydrated throughout the day. Parents are encouraged to provide a labeled water bottle for their child, which will be accessible during all activities, including outdoor play and gym time. Our staff ensures that each child's water bottle is used exclusively by them, supporting both hydration and hygiene. This practice reflects our commitment to your child's health and well-being.

PARENT/GUARDIAN COMMUNICATION

We maintain open lines of communication with parents/guardians through the Brightwheel app, emails, and regular meetings. This ensures parents are informed about their child's progress and any important updates or events.

PARENT/GUARDIAN SATISFACTION SURVEY

We conduct regular satisfaction surveys to gather feedback from parents/guardians. This helps us continuously improve our services and address any concerns promptly.

COMMUNITY ENGAGEMENT

Tiny Einsteins actively participates in community events and encourages family involvement. We believe that strong community ties enhance the educational experience for our children.

PARENT/GUARDIAN COMPLAINT PROCESS AND GRIEVANCE REPORTING

We have a clear process for parents/guardians to voice complaints or report grievances. Concerns can be directed to the Director, and we are committed to resolving issues promptly and fairly.

COMPLAINT RESOLUTION PROCESS

At Tiny Einsteins Early Learning and Childcare Centre, we are committed to providing high-quality childcare. We understand that sometimes concerns or complaints may arise. Here's how we handle them:

- 1. Raising a Complaint:** If you have a concern, bring it to the centre director's attention. You can do this in writing or by discussing it in person.
- 2. Acknowledgment:** The centre director will acknowledge your complaint within 48 hours and provide an approximate timeline for resolution.
- 3. Investigation:** The centre director or an appointed staff member will look into the complaint. This might involve talking to relevant people and reviewing documents.
- 4. Resolution:** We aim to resolve complaints within 10 business days. For more complex issues, it might take a bit longer.
- 5. Communication:** You will receive a written summary of the findings, actions taken, and any changes made as a result of your complaint.
- 6. Escalation:** If you're not satisfied with the resolution, you can escalate the complaint to the centre's board of directors or an external mediator. We will provide information on how to do this.
- 7. Anonymous Complaints:** You can submit complaints anonymously, but resolving them may be more challenging without direct communication.
- 8. Confidentiality:** All complaint information is kept confidential and shared only with those involved in the resolution process.
- 9. No Retaliation:** We ensure that no one faces retaliation for raising a concern.
- 10. Documentation:** All complaints and their resolutions are documented and kept on file for future reference.
- 11. Continuous Improvement:** We use feedback from complaints to improve our services and operations.

By following these steps, we strive to address all concerns fairly and promptly, ensuring that we maintain a high standard of care and communication with our families and staff.

HEALTH AND SAFETY POLICIES

At Tiny Einsteins Early Learning and Childcare Centre, the health and safety of our children is our top priority. We implement comprehensive policies and best practices to ensure a secure, nurturing, and supportive environment. From daily routines to emergency protocols, our commitment is to provide the highest standard of care for every child.

To support the health and well-being of all children, water bottles, either brought from home or provided by the daycare, will be accessible throughout the day. Each bottle must be labeled with your child's name to avoid accidental sharing and to accommodate specific dietary or allergy-related needs

CHILD PICK-UP AND DROP-OFF

At Tiny Einsteins, we prioritize safety during child pick-up and drop-off. We have a designated drop-off zone clearly marked and staffed by a designated team member. Parents must sign their child in daily, and staff will verify the child's arrival on the Brightwheel app. During pick-up, only authorized individuals with valid photo identification can collect children. Any changes in pick-up arrangements should be communicated to the staff in advance. In case of late pick-up, parents should notify the centre as soon as possible. We maintain secure access control to ensure that only authorized individuals enter the premises during drop-off and pick-up times.

CHILD ILLNESS

To maintain a healthy environment, children with symptoms of illness should not be brought to the centre. Staff will visually assess each child upon arrival for signs of illness. If a child becomes ill during the day, they will be isolated, and parents will be notified immediately to pick them up. Children must be symptom-free for 24 hours before returning. In case of a communicable disease, all parents will be notified while maintaining confidentiality

MEDICATION ADMINISTRATION

Parents must provide written consent for any medication administration, detailing the medication name, dosage, and schedule. Medications are stored securely and administered by authorized staff only, following prescribed guidelines. Each administration is documented in the child's profile on the Brightwheel app. For emergency medications like inhalers and EpiPens, written authorization is required, and staff are trained to respond to allergic reactions and emergencies.

HANDLING CHILD INJURIES

In case of an injury, staff will provide immediate assistance and first aid. Parents will be notified promptly, and if necessary, emergency medical services will be contacted. Detailed incident reports are completed and reviewed to identify any patterns that may require corrective action. Continuous improvement measures are implemented based on lessons learned from incidents.

BULLYING AND HARASSMENT

Tiny Einsteins is committed to a safe and inclusive environment. Harassment and bullying are not tolerated. Staff, children, and families are educated on recognizing and preventing harassment. Incidents can be reported to the Director, and a prompt and impartial investigation will follow. Support is provided to victims, and appropriate actions are taken to resolve the situation. Retaliation against those who report in good faith is not tolerated.

ALLERGIES AND SPECIAL DIETARY NEEDS

Parents must inform the centre of any allergies or special dietary needs upon enrollment. Relevant information is shared with staff to ensure proper care and food preparation. Menus are planned to accommodate these needs, and allergen-free zones are designated. Staff are trained to recognize and respond to allergic reactions. An anaphylaxis emergency plan is in place for severe allergies, including access to epinephrine auto-injectors.

SERVICE ANIMALS

We prioritize the safety and well-being of all children by not allowing any animals on the premises, except for certified service animals. This policy helps maintain a clean, allergy-free environment and ensures the safety of all children. If a child requires a service animal, we work closely with the family to accommodate their needs while ensuring a smooth integration into our centre. This approach ensures that all children can learn and play in a safe, controlled environment.

CHILD GUIDANCE

At Tiny Einsteins Early Learning and Childcare Centre, our learning environment is designed to foster independence, develop self-control, and build self-esteem through our Good Manners and Right Conduct (GMRC) Values Education program. We use appropriate techniques to guide children's behaviour, always considering their developmental stages and self-esteem. Additionally, we have a social worker and a psychologist who visit each classroom once a month to observe and support the children.

BEHAVIOUR GUIDANCE PRINCIPLES

- Behaviour expectations are communicated through consistent routines, encouragement, and storytelling.
- Techniques used are reasonable and never involve physical, verbal, or emotional punishment.
- Basic necessities are never denied, nor is physical restraint, confinement, or isolation used.

PREVENTIVE MEASURES

We recognize each child as an individual with unique developmental levels, backgrounds, needs, and interests. Our program offers a variety of developmentally appropriate activities to engage and motivate children. Learning invitations and materials are regularly updated to provide new opportunities. Activities are balanced to include both active and quiet times throughout the day. Classroom rules and expectations are co-created with the

children, outlined clearly, and consistently reinforced. Educators monitor the environment, providing reassurance and redirection as needed.

REASSURANCE In case of minor issues, educators use a child-centered approach, addressing children calmly and reassuringly. By using a controlled voice and getting down to the child's level, educators help children gain self-control while acknowledging their feelings.

REDIRECTION

Redirection is a key tool used to help children calm down and handle various situations. It is used in specific instances such as:

- Physical aggression like hitting, biting, or kicking.
- Destruction of property, such as breaking other children's belongings or artwork.
- Disputes over toys that lead to physical confrontations.

RECURRING PROBLEMS

If a child continues to require support beyond the initial techniques, the following steps are taken:

- Meetings between parents and Early Childhood Educators (ECEs) to identify the cause of the behaviour and explore possible solutions.
- Suggestions for additional support such as resources, literature, or referrals to Calgary Health Services.

Recognizing that behaviours like biting, kicking, and hitting are developmentally appropriate for young children, educators work with children and families to develop self-regulation skills and express emotions positively. The Program Director collaborates with families to address conflicts within the classroom, aiming to resolve issues without moving children mid-year. For further support, families are encouraged to reach out to the Program Director.

PROFESSIONAL SUPPORT

A social worker and a psychologist visit each classroom once a month to observe the children and provide additional support and insights to ensure their well-being.

EXTREME CASES

If all other avenues have been exhausted, a child may be removed from the Tiny Einsteins program at the Program Director's discretion.

PARENTAL INVOLVEMENT

Parents are encouraged to discuss their child's progress and behaviour with educators at any time throughout the year. Our Child Guidance Policy is posted at the centre and in every classroom. All educators and parent volunteers are trained in and informed of this policy and are encouraged to use preventive guidance techniques when interacting with children.

CONFIDENTIALITY AND PRIVACY POLICY

At Tiny Einsteins Early Learning and Childcare Centre, we prioritize the confidentiality and privacy of all children and their families. We are committed to safeguarding personal information and ensuring it is used appropriately.

COLLECTION AND USE OF INFORMATION

- We collect personal information for enrollment, emergency contact, health records, and to provide tailored care.
- Information is used solely for the purposes of managing childcare services and will not be disclosed without consent, except as required by law.

STORAGE AND ACCESS

- All personal information is stored securely, either in locked physical files or protected electronic systems.
- Access to personal information is limited to authorized staff members who need it to perform their duties.

CONFIDENTIALITY

- Staff members are trained to handle personal information confidentially and are required to adhere to our confidentiality policy.
- Any breach of confidentiality will be taken seriously and may result in disciplinary action.

PARENT/GUARDIAN RIGHTS:

- Parents/guardians have the right to access their child's personal information and request corrections if necessary.
- We respect the privacy of our families and will provide information on our data handling practices upon request.

SOCIAL MEDIA POLICY

At Tiny Einsteins Early Learning and Childcare Centre, we understand the importance of social media in today's connected world. We have guidelines to ensure that social media use is appropriate, respectful, and protects the privacy of our children and families.

STAFF GUIDELINES

- Staff members are prohibited from posting photos or information about children or their families on personal social media accounts.
- Any official centre-related social media posts must be approved by the centre director and adhere to privacy standards.

PARENTAL CONSENT

- Photos or videos of children will only be shared on our official social media pages with prior written consent from parents/guardians.
- We respect the wishes of parents/guardians who do not want their child's image shared on social media.

APPROPRIATE CONTENT

- Content shared on our official social media pages will be positive, respectful, and aligned with our values and mission.
- We will not share any personal or sensitive information about children or their families.

INTERACTIONS

- We encourage positive and respectful interactions on our social media platforms.
- Any inappropriate or offensive comments will be removed, and users may be blocked if necessary.

ROUTINES AND SCHEDULES

At Tiny Einsteins Early Learning and Childcare Centre, we believe in providing a structured yet flexible daily routine that supports the developmental needs of each child. Below is a typical daily schedule that balances educational activities, free play, and rest periods to ensure a well-rounded experience.

YEARLY CURRICULUM

Our yearly curriculum is designed to provide a comprehensive, developmentally appropriate educational experience for children. Our curriculum integrates Alberta's Flight Early Learning and Care Framework, Good Manners and Right Conduct (GMRC) values education, and Erik Erikson's developmental stages.

Key Features:

- **Child-Centered Learning:** Our curriculum emphasizes child-centered learning, allowing children to explore their interests and develop at their own pace. Activities are designed to be hands-on and interactive, fostering curiosity and a love for learning.
- **Developmental Focus:** We incorporate Erik Erikson's stages of psychosocial development to support children in building a strong sense of identity and self-worth.

- **Values Education:** GMRC values education is integrated into daily activities, teaching children important values such as respect, empathy, and responsibility.
- **Holistic Approach:** Our curriculum addresses all areas of development, including cognitive, social, emotional, and physical growth, ensuring a well-rounded educational experience.

Throughout the year, our educators create lesson plans that align with the learning objectives of the Flight Early Learning program, incorporating seasonal themes and projects to keep learning engaging and relevant. By offering a balanced mix of structured activities and free play, we provide a nurturing environment where children can thrive.

MONTHLY AND WEEKLY SCHEDULES

Our monthly and weekly schedules are thoughtfully designed to provide structure and variety, ensuring that children engage in a balanced mix of educational and recreational activities.

MONTHLY SCHEDULES

Each month, we focus on different themes and projects that align with our yearly curriculum goals. These themes incorporate various learning domains, including literacy, math, science, art, and social studies. Monthly schedules also include special events, celebrations, and field trips that enhance the children's learning experiences.

WEEKLY SCHEDULES

Our weekly schedules break down the monthly themes into daily activities. Each week includes a blend of structured lessons, free play, outdoor activities, and rest periods. We ensure consistency in our routines while also allowing flexibility to adapt to the children's interests and needs.

Translation to Daily Routines:

- **Morning Activities:** Each day starts with arrival and free play, followed by morning circle time where we discuss the day's plan and engage in group activities.
- **Educational Sessions:** Structured learning sessions focus on the weekly theme, incorporating interactive and hands-on activities.
- **Outdoor Play:** Daily outdoor playtime promotes physical development and social interaction.
- **Rest Periods:** After lunch, children have nap time or quiet activities to rest and recharge.
- **Afternoon Activities:** The afternoons include creative projects, storytelling, and music, all aligned with the weekly theme.
- **Wrap-Up:** The day concludes with wrap-up activities and preparation for departure.

By maintaining consistent monthly and weekly schedules, we create a stable and predictable environment that supports children's learning and development while ensuring they feel secure and engaged.

OUTDOOR ACTIVITIES TEMPERATURE GUIDELINES

At Tiny Einsteins Early Learning and Childcare Centre, we prioritize the safety and well-being of our children during outdoor play. Here are our temperature guidelines to ensure children can enjoy outdoor activities safely:

Ideal Temperature:

- The ideal temperature range for outdoor play is between 10°C (50°F) and 25°C (77°F). Within this range, children can comfortably engage in outdoor activities without risk of overheating or extreme cold.

Temperature Limits:

- Hot Weather: If the temperature exceeds 30°C (86°F), children will stay indoors to avoid heat-related issues such as dehydration, heat exhaustion, or heat stroke.
- Cold Weather: If the temperature, including wind chill, drops to -15°C (5°F) or below, children will remain indoors to prevent frostbite and hypothermia.

When outdoor play is not possible due to extreme weather conditions, we provide alternative indoor activities in the gym to ensure children remain active and engaged in a safe environment. This approach allows children to continue having fun and learning through play, regardless of the weather.

NAP TIMES

HOW NAP TIME WORKS AT TINY EINSTEINS

Nap time is an essential part of our daily routine, promoting rest and development for children. Scheduled daily after lunch, nap durations vary based on each child's age and needs. We create a calm atmosphere with dimmed lights and soft music, providing each child with a clean mat or crib, a designated blanket, and a soft toy if desired. Staff closely monitor children during nap time, offering gentle support like rocking or soothing music for those who have trouble sleeping. While children are encouraged to sleep, they are not forced; quiet activities are available for non-nappers to maintain a calm environment. Personal space and minimal disturbances ensure privacy, with curtains or partitions for added security. Children are gently awakened to transition smoothly back into regular activities, and early wakers engage in quiet activities to avoid disturbing others. Parents are informed about nap times and any specific needs, with nap details recorded on the Brightwheel app and shared at pick-up. We regularly review and adjust nap time procedures to meet children's changing developmental needs, ensuring a safe and nurturing environment for rest.

HOW MUCH REST DO CHILDREN NEED AT TINY EINSTEINS EARLY LEARNING AND CHILDCARE CENTRE?

At Tiny Einsteins, we recognize the importance of tailoring nap times to individual children's natural rhythms and developmental requirements. Our nap schedule is designed to accommodate the unique needs of each child while providing a structured and nurturing environment. Here is an approximate breakdown of nap times based on age:

- 0-6 months old: Infants in this age group typically have 3-4 naps a day, with the flexibility to sleep on demand rather than adhering to a fixed schedule.
- 6 months: Infants aged around 6 months typically take 2-3 naps per day, totaling approximately 5 hours of rest.
- 1 year old: Children at the age of 1 usually have 1-2 naps per day, amounting to a total of 4 hours of nap time.
- 2 years old: Toddlers aged 2 follow a nap routine of 1 nap per day, lasting around 2-3 hours.
- 3 years old: Children at the age of 3 generally have 1 nap per day, lasting 1-2 hours.

For children who do not require or take naps, we ensure a smooth transition by providing them with quiet activities. Additionally, we may move non-napping children to another room to enable their peers to rest undisturbed. Our priority is to create an environment where each child's comfort, rest, and well-being are upheld, fostering an atmosphere of care and respect.

WHAT TO PACK FOR YOUR CHILD'S DAY AT TINY EINSTEINS

To ensure your child has a comfortable and enjoyable day at Tiny Einsteins Early Learning and Childcare Centre, please pack the following items:

To ensure your child has everything they need for a comfortable and productive day, please include the following items:

- A labeled water bottle: Water bottles, either brought from home or provided by the daycare, are an essential part of your child's daily needs. Water bottles will be accessible throughout the day, including during outdoor play and gym time, to keep your child hydrated. Each bottle must be clearly labeled with your child's name to maintain hygiene and ensure it is not shared.
- A healthy lunch and snacks (if not provided by the daycare), keeping allergies and dietary restrictions in mind.
- Weather-appropriate clothing, such as a jacket, hat, and gloves in winter or a sun hat and sunscreen in summer.
- A change of clothes suitable for the day's planned activities.
- Nap time items like a small blanket or comfort toy (if applicable).
- Indoor shoes or slippers for classroom use.

Please label all items with your child's name to avoid misplacement and ensure everything fits into your child's bag for easy handling and storage. Meals and snacks are provided, but inform us of any allergies or dietary concerns in advance.

OVERNIGHT STAYS AT TINY EINSTEINS

At Tiny Einsteins Early Learning and Childcare Centre, we provide safe and comfortable overnight stays for children. Here's how it works:

Preparation:

- Staff prepare bedding, toiletries, and snacks.
- Rooms are set up with clean bedding and emergency kits.
- Activity areas are arranged with quiet games and books.

Arrival and Check-In:

- Children arrive between 6:00 PM and 7:00 PM.
- Parents sign in using the Brightwheel app, noting special instructions.
- Health screenings are conducted to ensure fitness for overnight stay.

Evening Routine:

- Dinner is served at 7:30 PM, followed by hygiene routines.
- Quiet activities help children wind down before bed.
- Bedtime routine starts at 8:30 PM, including pajamas and stories.

Overnight Monitoring:

- Staff conduct safety checks every 2 hours.
- A staff member stays awake to handle any issues.
- Comfort is provided to any child who wakes up.

Morning Routine:

- Wake-up at 6:00 AM, followed by breakfast.
- Quiet morning activities are provided until pick-up.
- Parents pick up between 7:00 AM and 8:00 AM, signing out on Brightwheel.

Documentation:

- Staff document activities, meals, sleep patterns, and incidents on Brightwheel.
- Feedback is collected to continuously improve the experience.

These steps ensure a secure and nurturing environment for children during their overnight stays at Tiny Einsteins.

LIST OF ITEMS REQUIRED FOR OVERNIGHT STAY

To ensure a comfortable and enjoyable overnight stay, please pack the following items for your child:

Clothing:

- Pajamas
- Extra set of clothes (shirt, pants, underwear, socks)
- Comfortable shoes or slippers
- Sweater or jacket (depending on weather)

Bedding:

- Sleeping bag or blanket
- Pillow with a pillowcase
- Favorite stuffed animal or comfort item

Toiletries:

- Toothbrush and toothpaste
- Hairbrush or comb
- Washcloth and towel
- Soap and shampoo (in a small, labeled container)
- Personal hygiene items (if applicable)

Meals and Snacks:

- Water bottle (labeled with your child's name)
- Any specific dietary snacks or food items (if applicable)

Medications:

- Any required medications with instructions (must be handed to staff upon arrival)

Miscellaneous:

- Book or quiet activity for bedtime
- Flashlight (optional)

Note: Please label all items with your child's name to avoid misplacement. Ensure all items fit into one bag for easy handling and storage. Tiny Einsteins will provide dinner, breakfast, and snacks. If your child has specific dietary needs, please inform us in advance and provide appropriate food items if necessary.



Tiny Einsteins
Early Learning and Childcare Centre

ACKNOWLEDGMENT OF PARENT HANDBOOK

I acknowledge that I have received, read, and understood the Parent Handbook for Tiny Einsteins Early Learning and Childcare Centre. I agree to adhere to the policies and procedures outlined within, and I understand the expectations and guidelines set forth for the care and education of my child.

By signing this acknowledgment, I confirm that I am aware of the centre's policies on enrollment, fees, health and safety, confidentiality, and all other aspects covered in the handbook. I understand the importance of these policies in maintaining a safe, nurturing, and effective learning environment for all children and staff at Tiny Einsteins.

I also recognize that it is my responsibility to keep myself updated on any changes to the handbook, which may be communicated through official notices or updates provided by the centre.

Parent/Guardian Signature: _____

Date: _____

Child's Name: _____

Program **Director** **Signature:** _____

Date: _____