



GENERAL INFORMATION

Conveniently located in the Bayers Road Business Campus where Bayers Road joins Hwy 102

- ♪ Licensed for children ages 4 months to 10 years
- ♪ Music is part of every day.
- ♪ Developmentally appropriate for each age group
- ♪ Private and secure internal and external play areas
- ♪ Operating for over 11 fun filled years in the same location

Program

At Grace Note we build on the experience and interests of the children by incorporating Emergent curriculum in our classrooms. The children are encouraged to express their own interests which are incorporated into the

daily and weekly activities and discussions.

Our ultimate goal is to prepare the children for school. This is accomplished by supporting their growth in all primary areas (motor, cognitive, social-emotional and language) of development.

Infants are expected to be sleeping in their own crib prior to their transition. Preschool children are expected to be toilet trained prior to joining the Junior Preschool classroom.

Classrooms



Each of our classrooms has been designed for its specific age group. Named by color, each classroom maintains the provincially regulated Teacher to Child ratio.

Room	Age	Class	#	Ratio
Pink	4-18 mths	Infant	8	1:4
Purple	18-26 mths	Toddler	12	1:6
Green	26-36 mths	Toddler	16	1:6
Yellow	3-4 years	Preschool	16	1:8
Blue	4-5 years	Preschool	16	1:8
Gym	5-10 years	School	20	1:15

Our Gym space in the lower level of the building is a multi-purpose room that is used for school aged children for PD days and school breaks and is otherwise available to our Toddler and Preschool aged children.

Behavior Management

We encourage and give praise – we do not punish. We engage and involve – we do not isolate. We teach and explore – we do not restrain. We sing and dance – we do not scold.

Operations

We are open Monday to Friday – 7:30am to 5:30pm.

Daily we provide 2 health snacks (mid-morning and mid-afternoon) and lunch at noon.

Late drop off time is 9:30am and our quiet or rest period is between 1:00pm and 3:00pm.

Parent Committee is for the benefit of all parents to attend meeting and provide feedback to the management and staff of the centre.

Children need to have suitable clothing available so they can participate and enjoy our 4 seasons as we go out to play every day that we can.

We are a full-time centre and only offer part-time care on a case by case basis.

Philosophy

Happy Teachers = Happy Children = Happy Parents

We encourage the children to be children therefore we encourage parents not to dress their children in their best clothing.

Breastfeeding is permitted anywhere on our premises.

Teachers

Currently 90% of our staff are ECE qualified which far exceeds the 66% required by provincial regulation.

Every 3 years all staff require:

- ♪ First aid training
- ♪ Criminal record checks
- ♪ Child abuse registry checks

Menu

We operate with two 4 week rotating menus. The summer menu runs from May to October and the winter menu runs from November to April. Both menus have been approved by the Department of Education and Early Childhood Development.

We are a nut free environment.

Child Care Fees



Child care fees are paid on a bi-weekly basis via preauthorized debit (PAD) at the beginning of each biweekly period.

We do accept children who receive the Child Care Subsidy. The per diem subsidy amount is deducted from the bi-weekly parent fees.

Parents are required to pay fees while on vacation, for Statutory Holidays and days we are closed due to circumstances beyond our control (i.e. snow storm closures).

We require 30 days notice of withdrawals. Parents who do not provide one month notification will be charged accordingly.

We provide Official Tax Receipts by the end of February each year.

Parents who are late in picking up their child (still in the centre at 5:30pm) will be subject to a late fee of \$15.00 and an additional \$5.00 for each 5 minutes in excess of 15 minutes.

Teaching children is both challenging and demanding and they deserve to be able to go home at the end of their day.

We notify parents 30 days prior to changes in child care fees and we offer family discounts.

Stat Holidays Recognized

New Years Day	Halifax Natal Day
Heritage Day	Labour Day
Good Friday	Thanksgiving
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

Registration and Forms

Spaces are offered on a first come basis. Parents are required to register their child for an available space.

The cost of registering your child is \$100.00. The registration fee is deducted from your first child care fee payment.

If a space is not available for your child in the timeframe requested, you may put your name on our waitlist.

There are additional forms to be completed prior to your child starting at the centre (see below). Completion of the forms in advance allows you the parent to focus on your child's orientation.

- | | |
|-------------------|--------------------|
| -Medical Form | -Payment Form |
| -Fever Medication | -Questionnaire |
| -Parent Agreement | -Prescription Meds |

Illness and Absence

Our illness policy is based on providing a safe and healthy environment to all children. Children who are ill are required to be symptom free for 24 hours before they can return to the centre. If you are sick on a Monday and symptom free Tuesday, your child is permitted to return on the Wednesday.

Teachers are not allowed to administer non-prescription medication (Tylenol).

Prescription medication can be administered by the Teachers as long as we have original medication labeling on the container.

Orientation

Each child goes through an orientation period which is generally one week. The duration is a function of the child's age and familiarity with group care.

The purpose of the orientation is to provide parents and child an opportunity to become familiar with their new classroom environment.

Introduction week day schedule

Day 1 – 1 hr (Mom)	Day 4 – full day
Day 2 – 2 hrs (Mom)	Day 5 – full day
Day 3 – 2+2 hrs (Mom)	Full-time thereafter

Items Required for Care

- | | |
|---------------------|---------------------|
| -Label belongings | -Diapers/Wipes |
| -Crib sheet/blanket | -Outdoor Clothing |
| -Indoor shoes | -Bottles/formula |
| -Sleepy time stuff | -Sippy Cup |
| -Water Bottle | -Change of clothing |

Contact Information

Director - Cynthia Smith
Asst. Director - Sue Casey
Owner/Manager - Michael Hawkes

Phone/Fax: (902) 444-3480
Email: gracenote@eastlink.ca
Web: gracenotecc.ca

Mailing address:
264-7071 Bayers Road
Halifax, NS B3L 2C2