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Babycare

PARENT HANDBOOK



Firm Foundations for Infinite Development

Mission

To create a community to nurture and honour children's innate goodness, stimulate joy in learning and encourage independence and expression of unique capabilities.

Purpose

Roots and Wings Montessori place is dedicated to providing an optimum care environment based on Montessori's philosophy of individualized education of the whole child, ethically, socially, academically, physically, spiritually and creatively, thus enabling each to become self-reliant, satisfied and peaceful.

Program

Our Babycare centres follow the Montessori philosophy that every child is capable and eager for independence. We provide atmospheres that encourage and enable each child to learn to do for him/herself in a safe and nurturing environment.



Developmental Stages

Birth to about 3 Months

- Child learns to coordinate eyes, turn head towards a sound, lift head and smile.
- Child enjoys sucking, listening and watching bright or moving objects.
- Child can recognize your voice and gets excited when he/she sees you.

Have available music, rattles, toys to explore and colourful pictures.

Babies at this age need plenty of cuddling, talking to, affection and attention, all of which contribute to their trust in the world.

About 3 to 6 Months

- Child learns to reach and grasp objects in hands, roll from front to back, sit with support, pick up and recognize objects, transfer objects from one hand to the other, smile at people (including strangers) and begin to show emotions (joy, contentment, fear and anger).
- Child enjoys banging, touching, biting, picking up, dropping, grasping and shaking. (enjoying their hands)

Have available many different objects for the child to explore sensorially, things to hold, feel, throw, dump, smell...etc.

Carry baby in different ways to help build muscles in the body. Provide plenty of time for exploration on the floor, so (s)he can get to know her/his own body and how it serves for movement.

About 6 Months to 9 Months

- Child learns to sit alone, pull him/herself up, creep and crawl, respond to noise, odour, etc.
- Child can start drinking from a cup and eating finger foods.
- Child enjoys her/his own reflection in a mirror, imitating sounds of others, tasting and chewing a variety of objects, dropping and banging and listening to his/her own voice.
- Have available pots and pans and lids, blocks, stuffed toys, books, brightly coloured objects, objects of different textures - eg. clothes or crinkly paper, musical instruments, boxes to stack, crawl through, make tents.
- Baby proof the child play area; make an age appropriate environment, small shelving with objects in baskets for child to take out, small table and chairs, allow for movement and exploration. Talk to baby when doing everything you are doing. Tell them about the chores and engage them with your voice and language.

About 9 to 12 Months

- Child learns to imitate sounds and actions, follow simple directions, pull him/herself to standing position, stand alone, walk with support and manipulate objects.
- Child enjoys feeding self with fingers, throwing, pushing, cuddling, tearing, pouring, taking off shoes or clothing, and feeling interesting textures and objects.



Have available balls, nesting and stacking toys, blocks, push and pull toys, papers to crinkle and tear, floating bath toys and cups, pots and pans, measuring spoons, and containers to put things in and take things out.

Spend time engaged in play with your child. Read and sing to them. Go for walks in nature. Allow yourself to explore the world through their eyes!

Teething starts about this time, which can sometimes be uncomfortable. Have soft objects available for chewing to ease the discomfort.

About 12 to 18 months

- Child learns to develop a sense of possession, walk by himself, know what he/she wants and goes for it, crawl up and over things, follow simple directions, feed her/himself with help, mimic sounds and actions, climb stairs on all fours, use a few words and remember things when they are out of sight.
- Child enjoys looking at picture books, helping turn pages, knowing names of objects, handling and examining objects.



Have available activities such as emptying and filling a box, bowl, a suitcase, cupboard area for rummaging and finding amazing new objects, simple stacking toys, push toys, riding toys, musical instruments and other objects that make noise, low bench to climb over, sandbox and digging toys.

Children need constant supervision and an environment prepared for them. They are at a stage where they move fast and want to investigate everything. Make sure the area is safe for exploration and stimulating!

About 18 to 24 months

- Child learns to drink and eat by her/himself, run simple errands from room to room, extend reach by moving chairs and climbing, look at books, kick a ball, take apart and reassemble toys with simple parts and combine two or three word sentences.
- Child enjoys crawling up and over things, getting encouragement for activities, partaking in rough and tumble play, playing near others rather than by him/herself and learning simple rhymes.
- Have available paper for scribbling with crayons, imitating games, action songs and water play. This is a good time to introduce pouring activities, washing activities and bubble play.



This is the toddler stage when there is strong motivation for independence. Your child wants to explore and do for her/himself.

About 2 Years Old

- Child learns to walk and run more securely, talk more fluently and starts dressing and undressing him/herself. (S)he is able to express feelings with simple words and distinguish some basic colours.
- Child enjoys exploring nature and taking walks, trips to a farm or zoo are also fun, climbing slides, listening to stories, and having two way conversations.

Have a mirror to look into, hide and seek games, looking and listening games, crayons and paper, playdough, paints (monitored), washing activities, like washing rocks, shells etc., balls, boxes, simple puzzles, water play, climbing and crawling and balancing activities.

Speak clearly and use correct words when talking to your child. You are the role model for language. Daily routine is good for the young child and helps him to predict activities. It is also helpful to understand that sharing is a new concept, so model the behaviour and be patient. Your child is not the bully of the playgroup, but at his natural stage!



A Day at Babycare

Our activities are centered around basic daily living. (eating, playing, resting) Our aim is to promote a social environment which encourages the children to interact positively with each other, complementing their learning experiences.

The schedule is general and may be different for some children. For example, some may need two naps, some are ready for snack earlier than others, etc.

7:00-9:00	Free Play- children play and choose activities. Theme related arts are available and Montessori lessons may be given.
9:00-9:30	snack time (may be earlier for some)
9:30-10:00	diaper changing/potty training , if appropriate ** One staff member checks all diapers. Diaper changing also occurs when needed
10:00-11:00	outdoor play; may include walks around the property, free play on the grass
11:00- 11:15	circle time
11:15-11:45	lunch time
11:45-12:15	diaper changing/ potty training and brushing teeth for nap time
12:15-2:00	nap time (children who wake up early do quiet activities eg. table toys, puzzles, blocks, read books, arts and crafts
2:00- 2:30	diaper changing/Potty training
2:00- 2:30	snack
3:00-3:15	prepare for outdoors
3:15- 4:15	outdoor time
4:15- 4:30 indoors	Clean-up and prepare to go
4:30- 5:00	diaper changing/ potty training
5:00- 6:00	indoor free time



Staff

Our staff are trained in Early Childhood Education (E.C.E.) with a specialization in Infant/Toddler E.C.E. We also have Montessori-trained staff, including the facilities' manager, Pam Woronko. All staff maintain current First Aid qualifications and participate in professional development through educational courses, workshops and conferences.

Yu-Li Angel Yang

I chose this career because I love to be with children and see them grow.

Our parents unanimously agree their youngsters are in very capable hands with Angel!



Yu-Li Angel Yang was born in South Taiwan in 1973, where she completed her second year of university. She immigrated to Canada with her two brothers and a sister, in 1996. She then took the Montessori training and achieved her Early Childhood Certification from Century College, in Vancouver. The last step to her current credentials was the Infant/Toddler diploma from Burnaby College. But what probably best qualifies her for this work is having her own son, Tareq, born in 2006.

Angel loves the green spaces in Surrey – so different from the crowded living back home in Taiwan. When she's not looking after your or her little ones, she may be practicing yoga, jogging or walking on the beach.

Angel has worked at Roots and Wings since 2000, first with a special needs child, then for six years in the preschool and daycare. We're as delighted as you are that she is now heading up our Babycare program.

Hui-Chu "Miffy" Yang

Angel's sister Miffy supervises the Surrey Centre location: same background, same high energy, same cheerfulness, dedication and love of children as her sister – but of course with her own original personality and gifts.

Hui-Chu Miffy Yang was born in South Taiwan, where she completed her Bachelor of Food Science before immigrating to Canada with her two brothers and sister, in 1996. She then achieved her Early Childhood certification and her Infant/Toddler certification in Burnaby. The last step to becoming perfectly qualified to care for your little ones was to have her own baby, in 2007.



Miffy has worked for five years in preschool, daycare and infant/toddler centres and cares with confidence and joy for your children. She is working with Angel at Camp Alexandra until the Surrey Centre location opens in July '09.

Enrolment

Parents are welcome to call for an appointment to visit our Babycare before enrolling. Once your child is registered, you can arrange a gradual entry that will meet your little one's comfort level with the supervisor. This time also allows the staff to learn more about your child and to address any questions or concerns you may have.

A waiting list is maintained and vacancies are filled on a "first come, first served basis" according to the date on the application. We will open the Surrey Central location, at 10207 – 132nd St, in July. We are working towards opening the school location as soon as possible, hopefully by September.

All Babycare environments are licensed by the local human resources authority and checked regularly by our friendly licensing officer, Shelly Christie.

Group Sizes

Our Infant/Toddler program is licensed for twelve children ages birth to three years. Staff ratio is one staff for four children.

Monthly Fees

Full Time: Camp Alexandra location	\$1100	4 day: \$960.00
Surrey Central location	\$ 950	3 day: \$720.00
		2 day: \$480.00

Drop in - \$60.00/ day. **The drop in child must already be registered with our facility.**

Because of the high ratio of staff and limited number of spaces in the Babycare, we need to impose some regulations regarding enrolment. While we have relaxed our requirement to find another child to complete a whole space, it is less expensive for you if you can do so, as part time rates are higher per day.

All fees must be paid on the first of the month, ideally by preauthorized payment. As agreed upon in the registration contract, one month's notice of withdrawal is required. If you wish to hold your child's space, no reduction is made for holidays or illness.

Please provide a photo of your child at the time of registration.

NSF Cheques

For any cheque returned NSF, a \$25 service fee will apply per item. Payment of NSF cheque must be submitted in full within two days of notification.

Hours of Operation

Monday to Friday: Camp Alexandra 7:00 am to 6:00 pm
 (starting July 6, 2009) Surrey Central 7:30 a.m. to 5:30 p.m. (hours may eventually increase)

We are closed statutory holidays:

New Years Day	Remembrance Day	Labour Day
Good Friday	Boxing Day	Thanksgiving Day
Easter Monday	Canada Day	Christmas Day
Victoria Day	BC Day	

Arrival and Departure

Please sign your child **In** upon arrival and **Out** before departure from the centre.

Only the persons you have listed on the registration sheet will be permitted to pick up your child. For this reason, you are responsible for keeping the centre informed of the persons you authorize, who will need to show proof of identification upon pick-up. Please keep your child's emergency information up to date and notify staff of any changes. Provide an up to date photo of your child attached to the emergency card.

At the time of registration a mutually agreed upon time was arranged for your child's arrival and pick-up. We would appreciate notification if your child will be absent. If you arrive earlier than pre-arranged you may be requested to stay until adequate staffing is arranged. Please inform us right away if you have a change in your schedule. We will always do our best to accommodate your needs.

Please allow adequate time to pick your child up as indicated when you sign in. It is imperative that you pick-up by closing time to avoid anxiety on the part of your child or the caregiver. If there is a rare, unavoidable delay, please call the centre for special arrangements. There is a late fee of \$1.00/minute for late pick-ups, paid to the staff member required to wait. Frequent late departures can result in a review of your child's placement .

Safety

The staff maintain a safe environment and keep equipment in good repair. Fire drills are carried out on a regular basis.

Earthquake kits are required. A list of its contents goes home to you upon registration. It must come to the centre with the child on the first day of care.

Closure for Extreme Weather Conditions

For information on closure, phone Roots and Wings Montessori Place 604-574-5399 or Angel's cell number: 778-384-2793.

Health

Emergency cards are filled out with the registration package. Here you will note any allergies of special health requirements and note your child’s medical number and practitioner. You will be notified first in any emergency, but alternative contacts are important.

The following policies have been drawn up with the interest of all the children in mind. We are careful to consider the well-being of the group as well as the individual child.



A child with the following symptoms should be kept at home:

- * A severe cold with fever
- *Temperature over 38C
- *An intestinal or stomach disorder with vomiting and/or diarrhea
- *a communicable disease (e.g. chicken pox)
- *a parasite, skin infection, discharge from the eye (pink eye) or an undiagnosed rash (not diaper or allergy related)

Should your child be ill during the day, we will notify you so that you can arrange for him or her to be taken home.

Medication

Any medication to be given to a child must be prescribed by a medical doctor or provided by the parent. However, the parent must ensure that he/she completes the "medication Form" which staff will provide. The staff will then administer the medication according to the instructions given on the form. It is the parent's responsibility to ensure amounts and times are correctly entered. All medicine brought to daycare must be given directly to staff, who will lock it in the lock box in the fridge. Please remember to take medicine home when picking up your child.

Nutrition

We know you all agree that good nutrition is essential to the young child’s growth, health and development. When considering your child’s lunch, we recommend that parents follow the Canadian Food Guide, as well as eating locally as much as possible.

Suggestions:

Crackers and cheese	oatmeal and other cereal	Nuts (if can handle them)
Whole grain breads	Fruits	Meats
Whole grain pasta	Vegetables	Baked items (with minimal sugar)
brown rice	Eggs	

It is recommended that the children have a variety of snacks, but a main lunch such as a sandwich or a pasta dish, and at least some foods they can eat independently. Please provide the necessary amount of formula or milk bottles needed for your child in a day.

Guidance and Discipline

Each staff member will act as a role model for your child and therefore will be expected to display appropriate confidence, self-control and positive verbal interaction between your child, yourself and the other staff members. We seek to create a positive environment that tends to minimize negative behaviours by:

1. planning and providing age-appropriate activities which encourage success and inspire self-confidence and self-esteem to promote growth
2. arranging and limiting the play areas in such a way as to provide enough space to avoid confrontations
3. providing plenty of large motor activities to meet children's activity needs and many activities involving sand, water, paint, etc. which meet creative and emotional needs
4. resting or quiet times, along with nutritional foods to meet physical needs
5. safety limits and simple routines are introduced to the children through discussion and repetition to ensure that they are all clearly aware of our expectations
7. children are given age-appropriate choices whenever possible, as this gives them a sense of control, important to self-esteem and self-discipline

We encourage children, as they are developmentally ready, to look for ways to solve problems when difficulties arise. If very inappropriate behaviours occur, a child might be removed until he feels better and solutions to his problem are found. Problem-solving with the child after first validating her feelings lets her know that you care about her and that you want to help her to find ways to solve the problem. Sometimes the help of other children can be solicited to encourage and support a child who is upset.

In very rare situations in which a child has lost all control or the ability to reason and is lashing out at others, holding the child may be necessary to protect other children. (As outlined in the Ministry of Health's Guidance and Discipline Handbook). At this time, a caregiver would hold him with sufficient strength to restrict him until he regains self-control. Staff must retain a calm, soothing attitude and as in all guidance strategies, ensure that their attitude is supportive and never punitive. If a child shows ongoing behavioral difficulties, the Supervisor would consult with the parent.

Clothing, Personal Belongings

We recommend that your children wear warm and comfortable clothes suitable for the weather. Outdoor play is considered a vital part of the child's well being and education, so children should come prepared to play outside year round.

Your child needs at the centre:

- A complete change of clothing, socks, shirt, pants etc.
- A pair of indoor shoes or slippers
- Winter time: warm clothing, hat, mittens and boots
- Summertime: sunhat, sunscreen
- At least a week's worth of diapers (ideally environmentally friendly) at the centre.
- Diaper wipes or cloths
- Cream for diaper rash (if needed)

Please label all of your child's belongings.

Communication

Communication is an important part of ensuring yours and your child's needs are being met. We believe in working closely with families, sharing ideas, needs and concerns and developing a positive, supportive relationship.

Daily

Please provide us with a general daily schedule for your child.

You will be informed of your child's day in detail, either through a form you can take home or on a posted record for your reference – whichever you prefer. Of course staff will also share daily on drop off or pick-up.

Other communications include a periodic Babycare Bulletin or newsletter, monthly e-mails (more if necessary), parent education nights and the occasional social event, perhaps jointly with the school.

We very much welcome all comments, suggestions, concerns and appreciation from parents. Our staff work hard to meet the needs of your little ones and it's important that parents and children are satisfied. If there is a concern, parents should first discuss it with the Babycare staff. If they are not satisfied, they may speak to Pamela Woronko, the program Manager. If they are still not satisfied, they should contact the school Principal, Kristin Cassie.

