



Family Handbook

2026

Day Camps

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Program Descriptions

Creative Kids Education Centre (CKEC) offers programs that are licensed and regulated by the Department of Education and Early Childhood Development that include toddlers, preschool, Junior/Senior Primary, school-age (the Clubhouse) and day camps.

The mandate of CKEC is to provide high-quality experiences for children that promote a sense of well-being, curiosity and critical thinking, social communication and expression, and develop respect for themselves, others and the environment.

Executive Director/Owner: Pamela Streeter pamelastreeter@creativekids.fastoche.info

Assistant Director: Cassie Ballantyne cassieballantyne@creativekids.fastoche.info

TODDLER

Through play, songs, storytelling, and spontaneous conversation toddlers explore and learn about the world around them, as they grow and develop, creating schemas with which to make sense of their world. This is a time for developing gross motor skills such as walking, running and climbing; fine motor skills such as feeding themselves and using crayons and thick pencils; sensory development in the areas of seeing, hearing, tasting, touching and smelling; language skills such as single words, phrases then sentences; and social/emotional skills such as playing with others, turn taking, and pretend play. The toddler program is year round.

PRESCHOOL/JUNIOR-SENIOR PRIMARY

Young children acquire meaningful information and knowledge about their physical and social world by *actively* participating in many different experiences with real objects and real people.

The *goal* of the program is to provide opportunities for children to develop into confident, competent human beings in all four growth areas – physical, social, intellectual and emotional.

The *primary role* of the teachers is to guide and facilitate the learning process by presenting developmentally appropriate materials and activities that pose additional challenges and stimulate the child's curiosity. Further extensions of the child's own thinking is the desired goal. Enhancement of the child's self-esteem and positive feelings toward learning are of paramount importance.

THE CLUBHOUSE (SEPTEMBER – JUNE)

The school-age program is based on the belief that school age children require a balance of outdoor play as well as a variety of indoor play experiences. These will include opportunities for group and individual activities, active and quiet activities & child-initiated activities. The goal of the program is to foster cooperation and understanding of each other, to enhance the children's development of self-esteem and problem-solving skills. Children are encouraged to make choices from a range of activities and centers: recreational activities (indoor & outdoor play), creative/dramatic play, reading and listening center, art and crafts, construction, science and manipulatives/games.

WEEKLY DAY CAMPS

Our Weekly Day Camps operate during March Break and throughout the summer for Pre-Primary through age 12. Families choose from a variety of camps each week. The program guidelines are as above.

SPECIALTY CAMPS are offered during March break and throughout the summer for ages 8 through 12.

Hours of Operation

Our Centre is open from 7:00am - 6:00pm Monday to Friday. The core of our programming for our Toddler, Preschool and Day Camp Programs is delivered between the hours of 9:00am and 3:30pm. Families are able to access extended care between 7:00 and 9:00 and 3:30pm and 6pm at no extra cost.

Parent Information & Parent Involvement

Parent Information Board

Parent information boards are located outside the preschool classroom and in the lobby. The following can be found on these boards:

- Copy of the Day Care Act and Regulations
- Copy of the Parent Handbook
- Centre license
- Inspection report
- Behaviour guidance policy
- Menu
- Daily program plan and routine
- Members of the parent committee
- Notification of funding

Parent Committee:

To become a member please contact Pam Streeter or Cassie Ballantyne

The parent committee provides a forum in which parents give input and receive notice of any matters of interest or concern to parents. The committee is comprised of a minimum five members of which at least three members are parents of children currently enrolled. Meetings are held at least twice per year and are open to all parents of enrolled children. The committee may discuss any matters of interest or concern to parents and include the following:

- Safety, care and well-being of the children
- Status of the centre's license
- Programs
- Equipment and materials available to children
- Staffing patterns and qualifications

The parent committee is also encouraged to support the centre's community engagement initiatives.

Volunteers:

Volunteers, whether parents or community members are recognized for the role they play in the success of programs at CKEC. Ranging from landscaping, small construction projects and play structures to technological expertise, your assistance is always appreciated.

Volunteers working directly with children must complete criminal record/vulnerable sector and child abuse registry checks. We can assist with these.

Illness, Medications and Injury

Illness:

In order to ensure a healthy environment, sick children should be kept at home. Should your child become ill while at the centre you will be notified immediately.

If your child will not be attending the centre due to illness please advise us as to the nature of the illness and/or symptoms. To report your child as absent for the day, please text the Fastoche System at 902-200-0305. *“(Child name) is sick – (symptoms)”*

Exclusions:

Under the Guidelines for Communicable disease Prevention and Control for Child Care Programs children with the any of the following symptoms are to be kept at home: fever, diarrhea, vomiting, persistent cough, breathing difficulty, rash with fever). Children attending the centre should be *well enough to participate in outside activities*.

Creative Kids is required to follow the *Nova Scotia Guidelines for Communicable Disease*. These guidelines outline the exclusion criteria for various communicable diseases as well as prevention strategies.

Administration of Medication:

When a physician prescribes medication for your child or if you have non-prescription medication that needs to be administered to your child during camp hours you must complete the Authorization to Administer Medication via Fastoche. Medication will be administered by assigned staff. Prescription medication will be administered only under a physician’s orders. Medication must be supplied in the original container bearing the child’s name, directions for administering the medication, the date and the physician’s name.

Accidents and Injuries:

If a child receives a superficial wound or injury, staff will administer first aid. (all classroom teachers and group leaders are trained in first aid along with the director and assistant directors). This includes bumps, scratches, bruises, splinters, nosebleeds and small cuts.

If the injury involves the child’s head or neck, families will receive a “heads up” phone call to inform them of the accident and staff will watch for signs or symptoms of a concussion.

Should a child sustain an injury or condition that requires medical intervention then staff will call a parent/guardian and depending on severity either transport the child to a local emergency room or clinic, or call 911 for paramedic assistance.

Families will receive an accident report for all injuries that require first aid. This report will outline details of what happened and what first aid was provided. This report will be sent to families via Fastoche and families are required to sign the report to confirm receipt either via their own device or on the centre tablet.

If a parent’s religious beliefs preclude the administering of medical attention, the parent shall inform the centre prior to enrollment, in writing, of the procedures to be taken.

Arriving and Departing from the Program:

Arrival:

When arriving to the childcare centre, parents or guardians are required to accompany their child to their classroom or outdoor. The classroom educator will then sign the child in on their attendance.

Departure:

When arriving to collect your child, please head directly to their classroom or outdoor location. Outdoor locations for each location is posted on the plexiglass wall in the front entryway. The *Nova Scotia Childcare Regulations* require that children are supervised by an adult at all times. CKEC's supervision policy allows for children who are in the 3rd grade or older to transition throughout the building as long as they are within sightlines of staff and staff communicate the transition via walkie talkie.

If children in the 3rd grade or above are visiting the back woods or outdoor classroom at the time of pick up, families are asked to check in at the office and have a staff call for their child to come in.

Campers will be released only to persons specified on the registration form unless prior arrangements are made with us. If at any time a staff is unaware of the identity of the person picking up a child they will ask for photo ID. If you would like to authorize an alternate pickup for your child, please email creativekids@creativekids.fastoche.ca. Your alternate pickup must bring photo ID.

Absences:

It is very important that you inform us when your child is going to absent from the centre and the reasons for their absence. Families are asked to report absences by texting the Fastoche System at 902-200-0305 (CHILD'S NAME) is absent today – (REASON FOR ABSENCE)

Safety:

The safety of your child is of utmost concern to us. The following policies have been developed to assist in this goal.

- Children are required to have a hat and a water bottle every day.
- Non-slip footwear such as sneakers are recommended as slippers are not permitted by the Fire Marshall.
- Fire drills will be practiced at regular intervals in a non-threatening manner.

Confidentiality / Release of Information

Information contained within student files and conversations between staff and parents/guardians concerning students will be considered confidential. CKEC will not release confidential information to any individual, agency, school district, etc., without first obtaining permission in writing from parents/guardians. In cases of suspected child abuse or neglect, proper authorities have legal access to a student's file with or without parent/guardian consent.

Any photos that are shared with Families via Fastoche are for personal use only. Please do not post photos that have other children on social media without their parent's consent.

Lunch and Snack

Toddler/Preschool Programs & Young Explorers

A morning snack and lunch is provided to all Toddlers, Preschoolers and Young Explorers. An afternoon snack is provided to all who remain for the extended afternoon program.

All foods or beverages from an outside source (caterer, parent) must be from an establishment permitted by the Dept. of Agriculture *and* comply with the Food & Beverage Criteria. The product must have a list of ingredients, with any special preparation, storage or serving instructions clearly labeled. For specific special classroom occasions further detail will be provided by the classroom teachers.

Food may only be brought from home provided that it is a medical requirement or due to religious or cultural beliefs.

Teachers are responsive to children's cues around hunger and provide snacks and meals outside of the regular schedule if required. Children who arrive early in the morning are permitted to bring a small nutritious snack provided it follows the Nutrition Guidelines. This option is only available when children arrive before 7:30 as morning snack is served shortly after arrival.

Teachers provide a meal environment that is relaxing and enjoyable, modeling healthy eating practices and positive attitudes towards food. Food is provided at each table and children are encouraged to take a portion of all the choices in response to their levels of hunger and to recognize when they are full. Conversation is encouraged as teachers sit with the children. Children participate in the set up and clean up of meal times, and will at times assist in the preparation of food where appropriate.

School-age Campers (Primary and above)

School age children are provided with a morning and afternoon snack. Lunch is available for purchase (\$6.00) otherwise lunch is the responsibility of the parent/guardian – lunches from home must be labeled with your child's name and use ice packs when necessary.

Food Allergies or Restrictions

The centre is to be advised, in writing, of *any food allergies or restrictions* at the time of enrollment as well as updated if this information changes. A list is posted for staff use in the food preparation area as well as in the classrooms.

Nursing Mothers

While visiting the centre nursing mothers are welcome to breastfeed in the centre.

Centre Closures

Holiday Closures:

Summer holiday closures - Canada Day, Natal Day, Labour Day. If these holidays land on a weekend then the centre will be closed on the Friday or Monday designated.

Emergency Closures:

The centre will close in instances of (but not limited to) power outages extending beyond two hours and lack of water. In the event that the centre must close mid-day communication will come to families via text message through the Fastoche System. Families should save the number in their contacts.

Registration and Records

Summer Camp Enrollment and Cancellation Policy

To support staffing, program planning, and supply purchasing, the following cancellation timelines apply to all summer camp registrations.

Registration:

CKEC families who have children enrolled in our childcare or before and after school program will have priority access to camp registration. An advanced registration window will be available to existing families before camp spaces open to the public. Once the advanced registration window closes, families are still able to register for available spaces however CKEC is unable to guarantee availability after this point.

Cancellations:

A) Up until 11:59pm on May 31st 2026 we know plans change!

Cancellations received before June 1st will be eligible for a full refund.

B) From June 1st onwards and 21 days or more before your camp start date:

We want to be flexible for our campers and families. Cancellations received after June 1st can be accommodated, for a cancellation fee of \$75 per camper per week so long as they are received no less than 21 days before the start of the camp session.

Cancellations received within 21 days of the start date will remain fully billed, as staffing and program commitments will have already been finalized.

How to Cancel:

Cancellation requests must be submitted in writing to creativekids@creativekids.fastoche.ca. The cancellation date will be considered the date the written notice is received.

Changes to Registration:

Requests to change camp weeks are subject to availability and cannot be guaranteed. If families would like to request to move their registration to a different week of camp CKEC will do our best to accommodate as long as a space is available.

Exceptional Circumstances

Creative Kids Education Centre may consider exceptions to our cancellation policy in cases of serious illness or injury when supporting documentation is provided.

Inclusion

Creative Kids Education Centre is an inclusive centre and is in receipt of the Inclusion Support Grant to support inclusive programs. CKEC is committed to embracing the uniqueness of each child and family. Our registration packages aim to capture information regarding family's cultures as well as any individualized needs a child may have.

If your child needs accommodations or adaptations, we encourage you to let us know. We will arrange a meeting with our Inclusion Coordinator as part of our registration process or at any time an update is needed to ensure that we can plan for the success of your child.

Subsidies

Creative Kids Education Centre is able to accept subsidies from the Nova Scotia Child Care Subsidy Program that assists eligible families, with children 12 years and under, pay for a portion of child care fees at licensed child care facilities. Creative Kids Education, as a licensed and regulated facility is a participant in the Canada-Wide Early Learning & Child Care initiative. This means that a portion of the parent fee is paid by the government.

Records on File

The Department of Education & Early Childhood Education requires completed and signed forms on each child regarding media, outings, immunizations, health, allergies, and development.

Clothing and Personal Belongings

Clothing and personal belongings should be labeled, including jackets, boots, hats, scarves etc. Please label inside the clothing not on the outside (for safety reasons)

Students should dress appropriately for the weather and season.

'Lost and found' clothing and belongings will be held for approximately one month and then donated to a charity. Lost and Found items are placed in the deckbox on the front porch.

Discharges

CKEC reserves the right to discharge a child should it be deemed, by the management team, that the child is not suited to CKEC programs or vice versa. The Director and staff will work with the student and parent/guardian with any support services to attempt to arrive at a workable solution before making the decision to discharge.

Code of Conduct for Children, Families and Staff

Respect is fundamental to the operation of all CKEC programs. Respect for ourselves, others and centre property is essential for effective, play, learning and socializing. As part of our enrollment package all families acknowledge the following rights and responsibilities of staff, families and children.

Children have the right to:

- Feel safe and secure from physical, verbal, or any other form of harassment
- Feel safe from discrimination
- Be treated in a fair, consistent, and respectful manner
- Be provided with a safe, clean, and pleasant learning environment
- Be listened to in a respectful manner, appropriate to their age and stage of development
- Be guided in a positive manner
- Be protected from exposure to offensive language of a racial or sexual nature

Children are expected to:

- Participate in activities and programming
- Respect the rights, feelings, bodies, and property of others
- Seek help when needed in a developmentally appropriate way
- Refrain from using inappropriate language, or making offensive comments of a racial or sexual nature

Parents/Guardians have the right to:

- Be informed about their child's participation in the program
- Expect the program to be conducted in a safe and orderly manner
- Be provided with a program for their child designed to meet both individual as well as group needs and interests

Parents/Guardians are expected to:

- Notify the Centre with any changes to the child's regular routine, including absences
- Communicate with CKEC staff regularly regarding their child
- Help their child to make decisions that are in line with the code of conduct
- Support and collaborate with CKEC staff where there is a concern about the child's behaviour
- Discuss this document with their child (School Age/Primary Aged Children)
- Replace or repair any items deliberately damaged by their child, whether belonging to the Child Care Centre, another child, or staff member
- Refrain from using inappropriate language, or making offensive comments of a racial or sexual nature
- Refrain from any harassment, intimidation, or discrimination against children, staff, other families, or community partners

Staff Members have the right to:

- Feel secure and safe from physical, verbal or any other form of harassment
- Feel safe from discrimination
- Find an alternative activity for the child if they are not being safe with others, consistent with our Behaviour Guidance Policy
- Be treated in a fair, consistent, and respectful manner
- Seek and receive support for challenging behaviour

Staff Members are expected to:

- Carry out their duties in a professional manner at all time
- Follow CKEC's Program Statement and Behaviour Guidance Policy
- Use appropriate and respectful language with children, parents, and colleagues
- Treat children as individuals and meet their needs in a respectful manner
- Provide a pleasant environment for children
- Set a good example for children
- Keep parents informed about the child's participation
- Use positive reinforcement
- Be responsible for the physical and emotional safety of each child

Managing Infractions:

Children:

When infractions of this agreement occur, it is understood that disciplinary actions will be taken, and may include the following depending on the severity and frequency of the occurrence:

1. Utilizing strategies from our Behaviour Guidance Policy, staff remind and directs the child to follow the expectations set out in this document and a discussion takes place with the child. Staff document this in writing and discuss the behaviour with the parents/guardians who are provided with a copy of the report.
2. If behaviour expectations continue to be unmet, the staff will notify the Assistant Director. The Assistant Director may then engage the Inclusion Coordinator to discuss the situation. The admin team, along with the classroom educators will support the creation of an Action Plan. This plan will be discussed with the child and family with a collaborative approach
3. If behaviour expectations continue to go unmet after an Action Plan has been developed, it may result in the temporary suspension or care, or removal from care.

Parents:

Infractions from parents are taken seriously. The following steps will be taken:

1. A meeting will take place between the parent and a member of the Directors Team to resolve the issue. The parent will re-sign the above agreement. Should the nature of the first infraction be severe, it may result in the termination of care.
2. Should another infraction occur, the Executive Director will meet with the parent. Continued infractions can result in the termination of care.

Staff Members:

Infractions relating to staff members will be dealt with following CKEC's Performance Management and Progressive Discipline Policies.



CREATIVE KIDS EDUCATION CENTRE

ENGAGING THE WHOLE CHILD



Behaviour Management Policy

This behaviour management policy is designed to help each child:

- 1) establish a positive self-concept
- 2) tolerate frustration
- 3) channel emotions into socially acceptable outlets
- 4) increase self-control

Staff will work towards these goals by making each child aware:

- 1) that it is alright to be sad or angry as all people have these feelings.
- 2) That it is not alright to hurt people either emotionally or physically.
- 3) Of activities to release feelings of anger, frustration etc. I.e. finger painting and manipulating playdough

The following techniques will be used by staff for positively guiding children in learning appropriate behaviour:

- 1) Discipline statements will be expressed positively wherever possible and in a calm manner. We will offer a child choices as to what he can do rather than what he cannot do.
- 2) We will adopt a positive attitude towards each child which includes enjoyment and respect for each child as an individual.
- 3) Clear cut limits will be set and enforced consistently and fairly.
- 4) A gentle adult touch (with young children) during a frustrating experience may be used to have a calming effect on a child, thereby avoiding or extinguishing destructive behaviour.
- 5) We will always be available to listen, in a caring manner, to a child during a period of upset behaviour.
- 6) A brief period of time away (as redirection) may sometimes be required. A child will never be placed alone in a room but may be removed from an activity for a period of quiet time. Redirection to another activity should be the first choice.

Should a situation arise that requires teacher intervention each child will be:

- 1) Encouraged to describe the behaviour that led to the problem.
- 2) Encouraged to describe how the behaviour is affecting other children, teachers, and themselves.
- 3) Permitted to negotiate, to add their own ideas and to work to a mutual goal (cooperation).

The following forms of discipline will never be used:

- 1) Corporal punishment, including but not limited to the following:
 - striking a child directly or with any physical object
 - shaking, shoving, spanking, or other forms of aggressive physical contact and
 - requiring or forcing a child to repeat physical movements.
- 2) Harsh, humiliating, belittling or degrading responses of any form, including verbal, emotional or physical.
- 3) The withholding of food will not be used as a form of discipline, nor will it be used to reward desired behaviours.

I have read and understand the above policy.

Staff Signature _____ Date: _____