**Fees and Payment**

Fees are due in advance at the beginning of the month, and are $850 per month for a full-time space for both infants and toddlers. For part-time spaces the daily rate is $46. As of November 1st the cost will be $925 for full-time and the daily rate will be $50.

 All fees are charged at the beginning of the month as a way to ensure your child has the childcare space you require and allows us to ensure we have accurate staffing.

Statutory holidays will be included in these fees. We are a non-profit organization and our unionized staff are paid for statutory holidays.

Invoices will be issued on the first business day of the month and fees are due upon receipt of the invoice.

The full fee is due regardless of whether or not the child is absent for a portion of the month (e.g. vacation or illness).

 Some months will have more days of service in it than others (full-time spaces will not exceed $ and part-time spaces will be billed according to how the days of the week fall each month based on pre-arranged spaces and including Statutory Holidays. eg. Mon/Wed/Fri space will be counted per day each month and will include Statutory Holidays.

If we are open and childcare is available for your child, those days will be included on your invoice.

If available, we offer drop-in spaces as well. A drop-in space is a non-guaranteed space based upon availability that day.

A government subsidy is available for those who are eligible, simply contact subsidy by phoning 1-888-338-6622 or ask the daycare for the subsidy paperwork. Parents must ensure that their subsidy arrangements have been made prior to the child attending the daycare. Children may not be able to attend PACES Daycare until the subsidy authorization has been received by the daycare. Top-up payment or any difference between the fees and the subsidy amount are the responsibility of the parent. This amount can change depending on the number of days in the month. Subsidy will NOT cover the daycare costs if a child is absent without reason (i.e.: sickness or vacation), and any such costs incurred are the responsibility of the parent. The daycare requires one month’s notice if you withdraw your child. If no notice is given, the month’s fees must still be paid.

**Changes in Information**

Please inform the staff of any changes in addresses and/or phone numbers. If custodial or marital statuses change, please notify the staff. It is the parent’s responsibility to provide staff with up to date copies of custody orders and/or restraining orders. If a child is under the guardianship of the Ministry of Children and Family Development, a representative from the Ministry must initial all enrolment forms.

**Items to Bring**

We ask that parents bring the following items for their children:

- spare clothes -indoor shoes/slippers

- diapers -lunch

-prepared bottles/sippy cups

Please label your child’s belongings. If your child has any special items such as a soother, blanket, or teddy we welcome you to bring these as well. We do partake in messy activities, daily outdoor play and many art activities, so please dress your child accordingly. We try to encourage the use of art smocks or paint shirts. Please note that PACES is not responsible for any personal items that have been left behind at the daycare. Please do not send your child with Amber Teething Necklaces as we will need to remove them for sleep times due to safety and they may get lost or forgotten.

**Daily Routine for Infants**

Our infant side supports the infants’ individual needs. Infants will be diapered, fed, and put to sleep before laying them in their beds, this means rocking, singing, or holding them for a bottle until they are asleep. We put all of the infants and toddlers to sleep on their backs. Older infants that are eating solid foods will have a morning snack around 9:30am, lunch around 11:45 am, and an afternoon snack around 2:00pm. Infants will be diapered every two hours or as needed. We welcome breastfeeding mothers to come in and breastfeed their children at any time. Infants will be provided with a variety of activities to support their developmental needs throughout the day.

**Daily Routine for Toddlers**

Morning: Free Play (art, fine/large motor and sensory activities provided)

 Diapering/toileting/hand washing

 Morning Snack/Stories/Songs

 Outside Play/Walks

 Diapering/Toileting/Hand Washing

Lunch: Prepare/Eat lunches (stories/puppets/songs)

 Brush Teeth (toothbrushes provided)

 Quiet Time (lullabies/books)

Afternoon: Rest/Nap Time

 Diapering/toileting/hand washing

 Afternoon snack/Stories/Songs

 Free Play/Outdoor Play

**Primary Caregiving System**

Infants and Toddlers will be placed in groups of four with one Primary Caregiver. Your child’s primary caregiver will plan activities to support your child’s cognitive, physical, language, social and emotional skills. The primary caregiver will also oversee daily intake forms and any other relevant paperwork. Our staffing ratio for both infants and toddlers is one caregiver to four children. We will maintain this ratio at all times.

**Diapering and Toileting**

Parents will supply diapers for their children. Diapers can be brought in daily or in bulk packages. We will diaper all children before snacks and lunch, and more often if needed. We support children who are learning to use the toilet, and can provide parents with handouts on toilet readiness if desired. During a diaper change if staff notice the need for diaper cream it will be applied unless otherwise instructed. We model and promote healthy hygiene practices such as hand washing and tooth brushing.

**Guidance Policy**

PACES Daycare strives to provide a positive, secure, and developmentally appropriate environment which will nurture children’s developing self-esteem. We will use guidance to encourage the development of confidence, competence, independence, problem-solving skills and self-control in children. We will approach children in a way that is respectful, recognizing the child’s individuality and developmental level.

Staff will:

-model appropriate behaviour

-establish clear, simple expectations

-assist the children to learn and practice issues in non-violent ways

-offer choices that are developmentally appropriate

-acknowledge children’s feelings and seek their input

-demonstrate respectful affection and caring to each child

-provide an environment that assists in the prevention of behaviour difficulties

-have emergency behaviour management plans (signed by parents) in place for children who may require them (as part of an individual care plan)

-act as a resource to parents/families regarding guidance and discipline

**Closures**

\*Paces Daycare will be closed for Statutory holidaysProfessional Development Days - TBA

\*These dates are subject to change

**Confidentiality and Privacy**

Confidentiality at PACES Daycare refers to the information that must not be disclosed or shared with others. Information that may be confidential includes: information about children who are or were enrolled in the program (this excludes the legal responsibility staff have regarding the reporting of alleged abuse), information about the families of children who are or were enrolled in the program and personal information about staff members. PACES Daycare staff are ethically required to keep information about children, families, and staff confidential.

PACES Daycare respects and upholds an individual’s right to privacy and protection of his/her personal information. All personal information will be in a secure place accessible to authorized personnel only. Personal information includes children’s files, subsidy information, and any developmental information about children.

Staff will ensure that all complaints, concerns and questions of parents and families are addressed in a professional manner. Please feel free to talk to staff or the daycare manager with any questions you may have.