



### **Little Hands Children's Learning Centre Inc.**

#1: 824 Thompson Road (OCB), Milton ON, L9T 9H2.

Tel: 905-864-6635 ext. 1

#2: 824 Thompson Road (CYC), Milton ON, L9T 9H2.

Tel: 905-864-6635 ext. 2

Thank you for showing interest in Little Hands Daycare Centre!

With the current situation, we are avoiding in person tours to protect the children, staff and families in our program, but we would love to give you a virtual tour so you can get a full view of our program, but in a safe way that protects everyone! We hope that the videos of the classrooms and playgrounds, as well as the breakdown of the classrooms and day to day operations answers your questions and gives you a great idea of what our program looks like.

### **Infant Room - Centre 1**

Here at Centre 1, our Infant Room is licensed for 10 children at a 1 educator : 3 child ratio (or 10 children : 3 educators) for children aged 6 months to 17 months. There are 4 educators who are consistently in this room daily, unless they are off for the day, on vacation or sick at which point one of our supply staff would then come in to cover. All our educators have provided a police record check and have all been certified in first aid & cpr training.

Each child has their own cubby which holds their spare diapers/wipes, as well as any items which the educators require easy access to throughout the day such as spare clothes, pacifiers, etc. All outdoor attire can be kept on their hook in the hallway outside of the classroom.

Children have their diaper changed during the 4 scheduled change times, as well as all additional times as needed throughout the day. The children have their diapers changed on a change pad in the classroom, where their diapers & wipes are organized and within reach for the educators. Vaseline or other bum creams can be used as requested by parents/guardians, which must be provided by parents/guardians and has to be a brand-new unopened container when brought in.

At Centre 1, the Infants have a separate sleep room from the playroom which allows each child to sleep as many times and whenever they require one undisturbed. The door between the sleep room and the playroom has a window which is kept open whenever a child is sleeping. The educators also complete regular sleep checks while there are children sleeping to make sure they are okay. As soon as there are 3 children sleeping in the sleep room, an educator is sitting in the sleep room with these children. Each child has their own crib specifically for them, unless they are part time (Monday/Wednesday/Friday or Tuesday/Thursday) which is the only situation a crib would be shared. In this situation, a new mattress sheet is put on each day and is not shared between the children. All cribs are cleaned and sanitized daily.

The 'typical' schedule in this room is:

6:30am-9am - Free Choice & morning snack at 8:30am

9am-10am - Outdoor play (either in the playground or on a stroller ride)

10am-11am - Planned Activities & morning bottle for those who have one



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11:30am - Lunch

12pm-12:30pm - Start of typical Sleep Time

2pm-3pm - Afternoon Snack as soon as children wake up

3pm-4pm - Outdoor play (either in the playground or on a stroller ride)

4pm-6pm - Free Choice & afternoon bottle for those who have one

\*Seeing as we can accommodate with the separate sleep room morning-midday and late day naps children can rest when they require.

### **Centre 1 - Infant Playground**

At Centre 1, the Infants have their own playground specifically for them and is not shared with any other class. This allows the Infants to have flexibility with their daily schedule and routine as to when the class is able to go outside and enjoy their natural outdoor play space.

The Infant playground space consists of real grass and real greenery including trees which provide ample shade in their playground, a path for ride on toys, a sandbox and many other developmentally appropriate equipment/materials which the educators bring out on a daily basis.

The children do go outside regularly and in different weather, including snow in the winter and rain in the warmer months, so we ask that all families ensure to provide appropriate outdoor attire for the weather expected on a daily basis.

## **General Information**

### **Menu**

We are catered by Yummy Catering which is a catering company specifically for children. They have won the Top Choice Award for best Kids Catering Company every year since 2009.

Yummy Catering provides nutritious meals for the children daily. They work on a 4 week rotating menu so the children do not have the same thing for lunch 2 times in one month. They provide whole wheat or whole grain foods such as bread, tortillas, buns, crackers, pasta, etc. All food is baked or steamed and is never fried. Their menu is nut free, but they also provide substitutions for all allergies, food restrictions and religious dietary restrictions such as dairy free, egg free, gluten free, vegan, vegetarian and Halal, as well as any other substitution required. You can see more information regarding Yummy Catering at <https://www.yummycatering.ca>

Little Hands provides all homogenized milk. Children who require formula or an alternative milk option are required to provide their own to ensure it stays the same as what they are used to.



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**Security**

Both of our locations have locked entrances to enter into the child care sections of the buildings, both at the front entrance as well as the playground door(s). We use a key FOB access, so all families can access the building without needing to buzz in using their FOB. All FOB's require a \$20 deposit per FOB, which will be returned after the FOB has been returned to us at the end of your time with us. We ask that all FOB holders do not share their FOB's as this form of security allows us to see who is entering the building and when. Anyone who does not have a FOB can press the intercom system, which will allow us to verify their identity before entering through our doors.

We also have a camera system in place which is accessible for Little Hands Management in the office for security purposes. Unfortunately our system is not accessible to families remotely online.

**Reservation of Space**

In order to reserve a space, we require a \$70 registration fee to be paid (\$35 for all additional children), plus a 2 week pre-payment for the first 2 weeks. This is non refundable if care is no longer required approaching the start date.

Please see our Parent Handbook which contains more of our policies and procedures. Our COVID-19 Parent Handbook has our COVID-19 related policies and procedures including Exclusion Policy, Intake Procedures, Sanitary Policies, etc. If you have any further questions, feel free to contact us anytime.