



### **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.

### **Preschool Rooms - Centre 2**

Here at Centre 2, we have 2 Preschool Rooms. Our Preschool 1 Room is licensed for 16 children at a 1 educator : 8 child ratio for children aged 30 months to 6 years or when a child goes off to Kindergarten. There are 2 educators who are consistently in this room daily. Our Preschool 2 Room is licensed for 24 children at a 1 educator : 8 child ratio for children aged 30 months to 6 years or when a child goes off to Kindergarten. There are 4 educators who are consistently in this room daily. All our Preschool educators are in their rooms 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 in the classroom 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, stuffies for sleep time, etc. All outdoor attire can be kept on their hook in the hallway outside of the classroom.

Both Preschool rooms have washrooms attached to the classroom with 2 toilets and sinks in each washroom. The washrooms are easily accessible to the children throughout the day to use as they require. Children who are still in diapers/pull ups have their diaper/pull ups changed during the 4 scheduled change times, as well as all additional times as needed throughout the day. 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.

All children have their own cot which is put out during sleep time. All cots are sanitized & sheets changed on a weekly basis, or as needed if a situation arises which requires it to be cleaned such as vomit, diaper leak, child confirmed to have something contagious, etc.

The children in our Preschool Rooms break up into small groups of 8 within their classroom. While one group from the room is outside, the other group is inside for planned activities. This allows for less children to be inside during planned activity time, allowing for smaller group activities/discussions and to help foster a better connection between educators and peers.

The 'typical' schedule in this room is:

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

9am-10am - Planned Activities for Group A, Outdoor Play for Group B



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10am-11am - Outdoor Play for Group A, Planned Activities for Group B

11:30am - Lunch

12:30pm-2:30pm - Sleep Time

2:30pm-3:30pm - Afternoon Snack & Planned Activities for Group A, Outdoor Play Group B

3:30pm-4:30pm - Outdoor Play Group A, Afternoon Snack & Planned Activities for Group A

4:30pm-6pm - Free Choice

### **Centre 2 - Preschool/Kindergarten Playground**

At Centre 2, the Preschool & Kindergarten classrooms share the playground space but are not outside at the same time.

The Preschool & Kindergarten playground space consists of wood chips, a bike path, a sandbox, a playground structure, a large shade umbrella, mud kitchen, wooden shade area 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.

### **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



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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.