

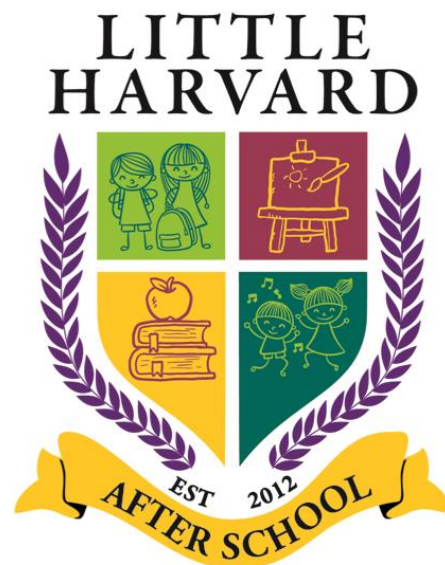
# Little Harvard

## Parent / Guardian Handbook

Little Harvard Early Learning Centre  
531 Dunn Avenue

Little Harvard Early Learning Centre  
259 Gondola Point Rd

Little Harvard After School Centre  
576 Havelock Street



## **Parents and Guardians,**

Welcome to the Little Harvard Family!

It is our aim to provide quality child care services to families in and around Saint John, the Kennebecasis Valley and the surrounding areas. The goals of the programs we offer are to provide safe and fun environments for children to develop socially, emotionally, physically, and intellectually, all within a warm and caring atmosphere.

The purpose of this handbook is to provide you with pertinent information in regards to the policies and procedures of our programs. Our policies and procedures help us maintain the highest level of quality care and in doing so, meet the Standards for Daycares as set forth by the Social Development Department of New Brunswick. We ask that you read through this handbook and ask for your full cooperation in following our policies and procedures. This will help facilitate the day to day operations and administration of our Centres.

Best regards and warmest welcomes,

Angela MacCallum BA, CYCW  
Director

## **Little Harvard Philosophies**

The overall goal of Little Harvard is to provide children with an environment that will promote their optimum development. Therefore, the following tenets underlie our philosophies:

### **Individuality**

Each child is an individual with their own rate and style of learning and growing, their own unique patterns or approaches to situations, and their own innate capacities. Every child needs opportunities adapted to their individual needs with respect for individuality.

### **Family-Centered**

Parent(s)/guardian(s) are an essential source of expertise with respect to their own child, and hence, must be actively involved in planning for the development of their children. As such, it is imperative that we work in partnership to gain a better understanding of each other's needs, as well as to better serve your child.

### **Policy for Inclusion**

Little Harvard strives to allow children of all abilities the chance to participate in any and all activities carried on by our Centres. Through observation and documentation, we will use the child's strengths and challenges to develop individual goals and plans, allowing each child to feel included in everyday life at Little Harvard. We realize that children come with strengths. They benefit from forming new and diverse friendships which support their development, both socially and emotionally. They learn to be supportive, develop leadership skills, and develop skills in caring and sharing. This helps the child grow a strong sense of community. Inclusion allows our staff to grow and further their skills as well as they expand their knowledge and competencies through practicing new methods to better include and support all children. Inclusion fosters a problem-solving approach. It allows staff to see what each child can contribute to their environment. We at Little Harvard enroll the input and help of families in planning and goal setting for their child. This inclusion of families builds relationships between the child, their families, and our staff. Families are provided with a voice to better advocate on behalf of their children.

Little Harvard has instated a Policy of Inclusion based on these values. Our policy is as follows:

We will provide an environment which allows all children, regardless of ability or other characteristics, the chance to participate in any and all activities being executed by our Centres. Our values, policies and practices will support the right of every infant and young child and their families, the ability to participate in a broad range of activities and contexts. We will share information, ideas, and strategies to pursue common goals, allowing a flexible approach in customizing and adjusting to meet individual needs. This will help the child develop a sense of equality and belongingness at our Centres.

Definitions of our policy:

**The Child:** Any infant or young person who attends any of our Centres. They may or may not demonstrate a diagnosed disability. All children need accommodations and or supports to learn and meaningfully participate in either our Early Learning or Afterschool activities or programs.

**Inclusive care:** The values, policies and practices that support the rights of all children and their families regardless of abilities. Inclusive care allows children to participate in a broad range of activities as equal members of the Centres, their families, their communities, and society as a whole.

Meaningful participation: The child’s role must be valued by all involved in the activity, including the child themselves. It is more than being present in the activity; the child must be actively engaged in the activity.

Natural Proportions: The ratio of children enrolled with disabilities represents the “community at large”.

Documented plan: A written plan for children with additional learning and support needs. This comes from the process of observation, reflection, planning and evaluation. We observe and document needs, patterns and triggers; meet with families to go over our plan and strategies; look for community support and contact licensing, if required.

All children, regardless of the basis of level or type of needs, shall not be excluded from any activity or be denied access to any program, within our Centres. All children are allowed to attend the Centres during all open hours, as long as we can ensure safety and security. Parents are encouraged to participate in the care of the child through staff and community interaction. This open and positive communication will help children of all abilities develop and grow.

Activity areas within our Centres are set up so that all children can access and use program materials regardless of their abilities, whether apparent or not. Observation and follow up with documentation are used for support. We, as a professional company, can use this information to modify or change programming to better accommodate a child’s needs.

This policy will provide a level playing field for all children in our Centres. Our policies and practices will allow the children of Little Harvard to develop and grow skills which will prepare them for entry into the school system and carry them through the early years of school once there. For more information please see document “Supporting All Children” on the parent board.

## License to Operate

Our Little Harvard Centres are licensed by the New Brunswick Department of Education and Early Childhood Development. As such, we operate in full compliance with the Child Day Care Facilities Operators Standards and Day Care Regulation 83-85 under the Family Service Act.

**\*Please Note:** For more information, please visit

<http://www2.gnb.ca/content/dam/gnb/Departments/sd-ds/pdf/Standards/DayCareFacilities-e.pdf>

## The Organizational Structure



## ***The Director***

Our Little Harvard Centres are corporations run by their owner/operator, Angela MacCallum. Angela is responsible for the administration, marketing, and management of all personnel. Angela has a BA Degree in Psychology and a Diploma in Child and Youth Care. She is mother to a pair of very active girls. She is approachable and strives to raise the level of caring and professionalism for our family of Little Harvard Centres.

## ***Administrators***

Each Centre has an appointment supervisor. They are the first point of contact for parents and staff. In the Directors absence, the supervisors are in charge of our Little Harvard Centres.

Dunn Ave Campus: Sarah Whalen  
Gondola Point Campus: Julie Hood  
Havelock Campus: Kerry-Anne Morris

## ***Staff***

Within our Little Harvard Centres, we believe that staffing is the most significant aspect in operating a successful business. Therefore, we will strive to recruit and employ *only* qualified Early Childhood Educators. At the minimum, all staff will be certified with Standard First Aid and CPR and undergo both a Social Development Record Check and Criminal Record Check.

## **Abuse**

Little Harvard does not tolerate child abuse. If any abuse is suspected at any time, the proper authorities will be notified. This is to ensure that the safety and well-being of the children comes first and foremost.

## **Registration and Admission**

### ***Enrolment Procedure***

Admission to our Little Harvard Centres is on a first come, first serve basis. Although priority is given to siblings of children already attending our Centres, we cannot guarantee a space.

Little Harvard does offer both full and part-time childcare services. However, we only offer a limited number of part-time spaces and, this is only when space is available.

### ***Registration Fee***

Little Harvard requires a *one-time, non-refundable* registration fee of \$25.00.

## ***Registration and Fees***

At the time of acceptance, you will be asked to fill out the following forms:

- **Little Harvard–Parent/Guardian Contract Form**
- **Child Profile (including an updated copy of your child’s immunization record)**
- **Parental Consent for Emergency Care and Transportation**
- **Consent for Outings, Excursions, Activities off the Premises of the Learning Facility**
- **Consent for Administration of Acetaminophen/Ibuprofen**
- **Consent For Application of Sun Screen and Bug Spray**

### *Fees*

**Registration Fee** **per Child**  
**All Centres:** **\$25.00 (non-refundable)**

## **Early Learning Centres**

### **Fees & Payment**

In New Brunswick a *Standardized Parent Fee Grid* determines daily childcare fees. In order to be eligible for this reduced parent fee, children must be enrolled in a designated early learning centre and an online “offer of enrolment” accepted by parents on the Government of New Brunswick Parent Portal.

The *Standardized Parent Fee Grid* is as follows:

<b>New Brunswick Standard Parent Fee Grid June 2022</b>		
	Infant < 2	2-5 Years
Daily Rate	\$21/day	\$18/day

## **After School Centre (Havelock Campus – Saint John)**

All age groups during School (included is early morning drop off) \$100.00/week  
Attending full day during School closure (PE, storm days) add \$10.00/day  
Full day during non-School days (summer, Christmas, March Break) \$140.00/week

With our afterschool programs, we offer full day care for Christmas, March and summer breaks. We also offer full day service for snow days, PE days, or any days which the schools will close.

A 5% discount will be given if you have 2 or more children enrolled at Havelock Campus on a full time bases.

For income tax purposes, a yearly receipt will be issued with a total amount for the previous year by February 28.<sup>h</sup> You are financially responsible for your child's space at our centre, regardless of the child's attendance or centre closure.

### **PLEASE NOTE:**

If, *for any reason*, the Centres close (fire, severe weather, lack of water, to name but a few) payment will still be due as usual. Also, *please note*: if your child is absent from the Centres for any reason (sick, Doctor, vacation), payment will still be due as usual for any days missed.

Each **full time** child is allotted 10 vacation days per calendar year. The vacation days will be prorated, based on how many weeks (on a 5 day week) your child has been at the Centre. This works out to approximately 0.2 days earned per week (1 full day every 5 weeks) in attendance. **A two week notice** will have to be submitted in writing to the Operator/Administrator in order to receive vacation days. The vacation days do not have to be taken all at once. This will reset per calendar year.

**\*\*All fees are subject to change upon the decision of the Director and with 2 weeks written notification.**

### *Fee Payment Schedule*

All fees are to be paid before the services have been given and must be paid with *cash, or e-transfer to [info@littleharvardearlylearningcentre.com](mailto:info@littleharvardearlylearningcentre.com)*. If fees go unpaid for 2 weeks without speaking to the Operator, your services will be immediately suspended until your account is brought up to date.

### *Financial Assistance*

#### *Parent Subsidy*

For families with a gross annual income of less than \$80,000, the Parent Subsidy Program is available to further support the cost of childcare. To obtain an estimate of your subsidy or to determine the percentage of childcare costs against your household income, you can use the Designated Centre-Parent Subsidy online calculator at: [www.gnb.ca/earlyNB](http://www.gnb.ca/earlyNB) or by registering to the Early Childhood Services Portal at: <http://www.nbed.nb.ca/parentportal/en/>

It is the responsibility of the parent/guardian to renew their subsidy application by the due date. Without confirmation of subsidy from the Department of Social Development or Service N.B., your child will not be booked until payment is made. If you decide to begin before funding is approved and pay fees yourself, please note that it is your responsibility to provide us proof of funding approval so we can adjust your bill going forward once it is approved.

***After School Centre please contact the Department of Social Development with regard to all inquiries about families who qualify under the Day Care Assistance Program.***

## **General Information**

Toll Free: 1-866-444-8838

Fax: (506) 444-5158

Email: [sd-ds@gnb.ca](mailto:sd-ds@gnb.ca) <http://www.gnb.ca/socialdevelopment>

## ***Nutrition***

All lunches and snacks are to be provided by the family and must be sent in a proper lunch container. All items sent are to follow our allergy guidelines and must be nut/tree nut free. Anything that is to be chilled must have a cold pack in the lunch container for this purpose and all children will require a full water bottle each day. Finally, all items must be returned home daily for sanitation.

If your child would like to bring in a treat to share with their class, please keep in mind that we encourage a healthy eating environment. Also, please note that we can only accept baked goods from a licensed kitchen. No homemade items please.

Please make sure that all water bottles and infant bottles are clearly labeled. Bottles must be made up prior to arrival, be clearly labeled and have a cover.

All Little Harvard facilities are *nut-free!* Please respect this important rule and do not put another child's life at risk.

## ***Attendance***

We typically start our days (go for walks, go to the park, et al) at 9:30am. We ask that you drop your child off by this time so that they may participate in the activities of their class.

**\*IMPORTANT\*** If your child will be late or not attending, please call the Centre and tell us. For Afterschool, if your child WILL NOT need to be picked up at the school, PLEASE call us at the Centre. If anything interrupts or changes in your child's typical day at the Centres, please inform us as we will need to know to offer the best protection and service for your child. **Please call by 9:30am.**

**\*Please note:** If you terminate your child for any reason (including during the summer months), there is *no guarantee* that the space will be available should you wish to return.

## ***Discharge Procedure***

We ask that you give us 2 weeks written notice when removing your child from our Centres. This allows us time to fill the opening. In return, if your child is discharged for any reason, we will provide you with a 2 week written and/or verbal notice of termination of services. Nonpayment of outstanding invoices will result in immediate suspension of services. This could lead to termination of your service in which you will receive a 2 week written notice.



## ***Confidentiality***

All children and their personal records are regarded as confidential. Written consent of all those involved, including a child's parent(s)/guardian(s) is needed before releasing private and personal identifying information relating to an employee, a child attending the facility, or their family.

**\*Please note:** All records are made available to authorized Departmental staff, upon their request. In addition, as in the case where abuse or neglect is suspected, we are ethically and lawfully obligated to report such matters to the Department of Social Development. The reporting requirements are set out in the Child Victims of Abuse Protocols of the Province of New Brunswick.

## **Operations**

### *Hours of Operation*

\*\*\*\*Early Learning Centres will operate from 6:30 A.M. to 5:45 P.M., Monday to Friday.

\*\*\*\*Afterschool Centre will operate from 6:45 A.M to 5:45 P.M., Monday to Friday.

\*\*Parent(s)/guardian(s) who are late picking up their child will be charged \$5.00 for each additional 5 *minutes*. Payment is due at the *time of pick-up*.

If for any reason, your child will be picked up by someone other than the individuals we already have written permission for, please call and notify the Centre prior to the child being picked up. The *alternate person must be prepared to show a photo I.D.* before the child will be released to his/her care. When dealing with a custody matter, the child will only be released with the consent of the custodial parent and in compliance with all legal custody arrangements.

### *Statutory and Other Holidays*

All Little Harvard Centres will be closed on the following holidays: New Year's Eve closing at 3:00pm, New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, New Brunswick Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Eve closing at 12:00 pm, Christmas Day and Boxing Day.

There will be *no reduction in fees* for these days. In addition, when a holiday falls on a weekend it will be observed on the following Monday.

### *Storm Days, School Cancellation Days, Closures*

All Little Harvard Centres will remain open on these days. The only times Little Harvard will close is when an unexpected incident occurs (e.g., fire, flood) or in extreme weather. In

addition, we will close if we experience extended hours of power loss (2 or more hours). However, if we lose power from 3:00pm on, your child will be permitted to finish out the day with us (to 5:45pm). In all cases of closure, we will send a group email as well as update our Facebook. If emergency agencies request that vehicles stay off roads or busses are pulled, we may close. You will *still be responsible to pay as normal* for any closures we may experience.

## Health and Safety

### Health

#### *Child Illness*

Hand washing significantly reduces the transmission of infections. Therefore, we would ask children to wash their hands *immediately* upon arrival at our Centres and throughout the day as requested by their Educator (e.g., after using the toilet; before and after eating meals and snacks; after outside play).

We would ask that you *not* bring your child into the Centres if they are displaying any of the following symptoms of illness:

- Fever (oral temperature 38°C or greater; rectal temperature 39° C or greater, armpit temperature 38° C or greater accompanied by behaviour changes or other signs of illness).
- Diarrhea as defined by an increase in frequency of stools and/or change to unformed loose, watery stool. Fever, loss of appetite, nausea, vomiting, abdominal cramps, mucus or blood in stool may also occur.
- Vomiting illness (in excess of typical infant spit-ups).
- Mouth sores associated with an inability of the child to control his/her saliva.
- Rash with fever or behaviour changes.
- Infections (e.g. infected eyes with discharge) until 24 hours after treatment started by physician. (physician note will be required)
- Infestations (e.g. scabies, head lice, pinworm) until after first treatment with a medicated product (For more information, please see **Managing Illness in Child Day Care Facilities Parent's Role**).

Children who are displaying such symptoms are *not* to attend until the symptoms have ceased, unless otherwise stated by a physician. In addition, children should *not* attend if the illness will prevent them from participating comfortably in all scheduled activities. If your child will not be attending, please notify the Centres before 9:30am.

For some illnesses, there is a required time period where your child cannot attend our Centre (For more information, please see **New Brunswick Child Day Care Facility Exclusion Reference Guide**). If your child is diagnosed with any of these illnesses, you must follow the exclusion guidelines and complete the **Return After Exclusion Form** for your child to be re-admitted to our Centre.

**\*\*Should your child become ill while at one of our Centres, they will be required to be picked up within one hour.**

### *Medication*

If your child is required to take medication, it must be in the original container with the original label, and have a child-protective cap on it. Labels must include the dosage and name of the child for who it is intended for, name of physician, instructions, and time period of use. Other medications such as pain reliever or cough syrup will only be given with parent/guardian's consent and also must be in original container.

For each new medication, either over the counter or prescribed, a parent/guardian is required to fill out a **Child Day Care Facilities/Administration of Medication Record (Part A)**. Upon enrolment, you will also be asked to sign a **Consent Form/Administration of Acetaminophen Form (Part B)**.

### *Child Health Record*

On the **Child Profile Form**, we would ask parent(s)/guardian(s) to clearly identify any dietary restrictions, food allergies, or medication allergies their child may have. In addition, parent(s)/guardian(s) are **asked to provide** a copy of their child's immunization record. Parent(s)/guardian(s) are responsible to update their child's immunization record and provide this to the Centre as changes occur. Furthermore, parent(s)/guardian(s) are asked to indicate any special conditions (e.g., asthma, diabetes, epilepsy, etc.) that their child has.

### *Incidents*

All incidents, reportable and non-reportable, are recorded and kept in the child's personal file. *Reportable* incidents will be recorded on a formal **Incident Report Form** and forwarded to the Coordinator within twenty-four (24) hours. Copies will also be provided to parent(s)/guardian(s). All *non-reportable* incidents will be filed in a daily log, and signed by parent(s)/guardian(s) as they occur. Upon acceptance, parents will be asked to sign a **Consent for Emergency Care and Transportation Form**.

**\*Please note:** *Reportable incidents* involve unexpected illnesses where the child requires immediate transfer to a hospital, motor vehicle accidents, and other injuries such as falls where the child requires emergency transfer to a hospital, etc. In contrast, *non-reportable incidents* do not require emergency medical attention for the child, but may require proper cleaning of cuts and application of ointments, band aids, etc.

### *Safety*

Little Harvard meets the safety licensing standards set forth by the Department of Social Development. As such, we:

- Conduct weekly checks of smoke alarms; annual checks of fire extinguishers; monthly fire drills; monthly checks of indoor and outdoor play equipment; and, monthly checks of First Aid Kit supplies.
- Post emergency evacuation plans and emergency telephone numbers.
- Keep all medications and toxic products stored in a locked area inaccessible to children and separate from food, and each other.
- Ensure children are supervised at all times, both inside and outside the Centre as well as on outings away from the Centre.

### *Emergency Evacuation Plan*

In the event of an emergency requiring us to leave a Centre we will walk from either the Early Learning Centre located at 531 Dunn Ave. to the After School Centre located at 576 Havelock St. or Vice Versa. From our Gondola Point Campus, we will walk to Fairvale Elementary School located at 11 School Ave. You will receive an immediate call notifying you to pick up your child at the appropriate Centre within *1 hour*.

### *Non-Smoking Policy*

In accordance with the New Brunswick Smoke Free Places Act, **smoking is prohibited at all Little Harvard Centres**. This includes in our buildings, play area, properties, and vehicles that transport children. For individuals who do smoke, we ask that you do so out of sight from the children. We would also ask that you do not throw cigarettes, matches or packaging on the ground outside of or around our Centres.

## **Program**

### *Programming*

All programs are planned to meet both the level of experience and interests of each age group, as well as their developmental needs: social, intellectual, creative, physical, and emotional.

Little Harvard follows the New Brunswick Curriculum Frame for Early Learning and Child Care, which emphasizes the following goals:

- Well-Being
- Play and Playfulness
- Communications and Literacies
- Diversity and Social Responsibility

**\*Please Note:** For more information on the New Brunswick Curriculum Frame for Early Learning and Child Care, visit [http://www.eccenb.sepenb.com/curriculum\\_elcc](http://www.eccenb.sepenb.com/curriculum_elcc).

### *Program Scheduling*

Little Harvard Centre’s daily schedule is carefully designed to provide:

- Transition times from one activity to the next
- Alternating periods of active and quiet play
- A balance of gross motor and fine motor activities
- A balance of child-initiated and adult-directed activities
- Choices of small group, large group, and individual activities
- Indoor and outdoor play (weather permitting)

### Daily Program Schedule– Two & Three Year Olds

<b>Time</b>	<b>Activity</b>
6:30 – 9:00A.M.	Arrival Free Exploration
9:00 – 9:30 A.M.	Snack
9:30 – 11:30A.M.	Group Activity Indoor/Outdoor Play Physical Education
11:30 – 12:15 P.M.	Lunch
12:15 – 2:15 P.M.	Nap/Quiet Activities
2:15 – 3:15 P.M.	Free Exploration
3:15 – 3:45 P.M.	Snack
3:45 – 5:45 P.M.	Project Time Indoor/Outdoor Play

### Daily Program Schedule – Four & Five Year Olds

<b>Time</b>	<b>Activity</b>
6:30 – 9:00 A.M.	Arrival Free Exploration
9:00 – 9:30 A.M.	Snack
9:30 – 11:30A.M.	Project Time Indoor/Outdoor Play Physical Exploration
11:30 – 12:15 P.M.	Lunch
12:15 – 3:15 P.M.	Free Exploration Indoor/Outdoor Play Physical Education
3:15 – 3:45 P.M.	Snack
3:45 – 5:45 P.M.	Activity Centers /Computer Indoor/Outdoor Play Physical Education

## Daily Program Schedule – After Schoolers

Summer Schedule	School Day Schedule
Arrival/Free Exploration	Arrival/Free Exploration
Morning Meeting Time	Wash Up/Open Snack
Wash Up/Open Snack	Indoor/Outdoor Play
Indoor/Outdoor Play	Quiet Time/Reading Time
Wash Up/Lunch	Free Play/Art Time
Relax/Easy Time	Club/Activity Time
Club/Activity Time	Clean Up/Cool Down Time
Wash Up/Open Snack	Indoor/Outdoor Play
Clean Up/Cool Down Time	Pick Up
Indoor/Outdoor Play	
Pick Up	

### *Program Schedule*

For the most part, the daily schedule will remain the same in order to create a stable and predictable environment for the children. However, the activities planned can change according to topics and outings. Changes to schedules will be posted outside of each classroom. Parent(s)/guardian(s) can also be provided with these schedules at their request.

### *Personal Belongings*

All children will have their own cubicle for personal storage space. We ask that *all* personal belongings be labeled with your child’s name. To help prevent the spread of communicable diseases and skin infections, we ask that children do *not* share personal belongings. We require parent(s)/guardian(s) to send:

- Hard-soled indoor shoes/sneakers for *all* children (preferably not with black soles)
- In the spring and summer; bug spray, sunscreen, splash pants, rubber boots, and a sun-hat for *all* children
- In the winter; snowsuit, boots, hat, and *extra* mittens for *all* children and an *extra set* of clothes to change into (top to bottom-pants, underwear, shirt, socks)
- Diapering supplies (diapers, wipes, creams) for children in diapers. For those who are potty training, extra bottoms are required. Please check white boards for supplies.

We ask that parent(s)/guardian(s) do not send toys from home with their children, unless it is an item for “show and tell” purposes or an item that can be shared with the group (e.g., book, CD). However, if your child has a favorite comfort item (e.g., a blanket, teddy bear, pacifier), we encourage parents to send it. These transitional items are of great importance to children. If you do send an item from home with your child, we ask that it be age appropriate and properly labeled with your child’s name.

Finally, each child has their own portfolio, which will include artwork, stories, souvenirs from outings, documentation from Educators, etc. Please take a moment to read these!

### ***Activities Off Premises***

We will try to plan a scheduled outing as often as possible. Upon acceptance, you will be asked to sign a **Consent for Outings, Excursions, Activities Off Premises of the Day Care Facility**. Important to note is that our fees do not include outings. However, outings will typically not exceed \$5.00 and you will be given notice in advance. The fee is to help with the cost of the activity and/or transportation (i.e., chartered bus). If you do not wish for your child to go on the outing, you will need to find alternate care. Please send your child's money for outings at least *1 day* prior to the outing in a clearly labeled envelope.

### ***Child Guidance Practices***

By helping to eliminate problems before they arise, we believe in taking a proactive and preventative approach to undesirable behaviors. We do so by using encouragement and positive reinforcements. The rules are posted, and will be administered in a consistent manner. Children will be frequently reminded of the rules.

When disciplining a child, we shall use warnings, verbal/non-verbal cues, and reminders first. If unsuccessful, a child will be issued a *time away*, appropriate to the child's age and developmental level. A time away is not used as punishment, but rather, as a tool to help children to independently regain control of themselves.

In the event that a child is physically aggressive toward another, the child will be immediately removed from the situation until he/she can safely return. If a child is physically aggressive a second time, a meeting will be held with the parent(s)/guardian(s) involved to try to resolve the behavior. If a child continues to be aggressive and safety becomes a concern, you may be issued a 2 week written and/ or verbal notice of termination of services.

### ***After School Program***

We here at Little Harvard are pleased to offer an After School Program for our children once they have entered Kindergarten. This exciting and dynamic Program will allow you drop off service in the morning and afternoon pick-up. We will walk with the children to the school in the morning, then meet them at dismissal time in the afternoon to walk them back to our facility.

**Please remember to call us or email us if your child will not need to be picked up at school in the afternoon. If we do not hear from you, we will be looking for your child at the Elementary School in the afternoon. Our number and email here is:**

**Havelock Campus 657-1300**

**Email: [littleharvard2012@gmail.com](mailto:littleharvard2012@gmail.com) or [littleharvardhavelock@gmail.com](mailto:littleharvardhavelock@gmail.com)**

We will offer full day care for snow/storm days and Teacher Development days. Also, we will provide care during March Break and Christmas Break and during the Summer months (please note *Statutory and Other Holidays* and *Storm Days and Other School Cancellation Days*).

*As with our regular Preschool Program, all fees are to be Pre-Paid in full regardless of illness, vacations, holidays or days you choose to keep your child home, or, in case of severe weather or emergency, days the Centres may be closed for any reason.* For storm days, additional costs will be billed on the following invoice.

## Contact Us

Our website address is: [www.littleharvardearlylearningcentre.com](http://www.littleharvardearlylearningcentre.com)

Our email address is: [littleharvard2012@gmail.com](mailto:littleharvard2012@gmail.com)

Or, follow us on Facebook by searching: Little Harvard Early Learning Centre

If you wish to mail us, or just want to stop by in person, our address' are:

**Little Harvard Early Learning Centres**  
531 Dunn Avenue  
Saint John, NB  
E2M 2W6

259 Gondola Point Road  
Rothesay, NB  
E2E 1Z9

**Little Harvard After School Centre**  
576 Havelock Street  
Saint John, NB  
E2M 2Y2

Thank you for choosing Little Harvard  
to be part of your child's life!



Appendix A

**Little Harvard Centres**

**Parent/Guardian Contract Form**

Little Harvard Early Learning Centre Inc.  
Dunn Avenue Campus \_\_\_\_ or Gondola Point Campus \_\_\_\_

Or

Little Harvard After School-Havelock Campus Inc.

agrees to:

- Reserve a space for (child's name)\_\_\_\_\_

Parent/Guardian:

I, (parent/guardian-please print)\_\_\_\_\_

- Hereby acknowledge that I have read, understand, and been provided with a copy of the **Little Harvard Centres. Parent/Guardian Handbook** or at **www.littleharvardearlylearningcentre.com**
- Agree to all written statement of services within the Parent/Guardian Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Operator /Administrator Signature

\_\_\_\_\_  
Date