



INSPIRING MINDS
Early Learning Centre

WELCOME to our new families and to those returning to Inspiring Minds Early Learning Centre. We are very pleased that you have given us the privilege of caring for your child(ren).

We had a great summer here at Inspiring Minds ELC. Our child care programs continued with many children taking vacations, new children joining the program and the summer campers engaging in activities and building new friendships.

It is hard to believe that September is here and another year is starting. Once again, we are looking forward to year of learning and building relationships. We continue to base our activities on the interests and developmental levels of the children. Spontaneous activities, based on the children's interests are included. It is truly inspiring to hear their questions and explore answers and develop new questions together!

Continuing this year our toddler, full day preschool and part day preschool programs will be using HiMama! as a way to share more about your child's day and to see their imaginations, learning and development on a more regular basis. For new families in one of those programs, if you haven't already received a welcome email from HiMama! watch for one. The kindergarten and school age programs will send home newsletters periodically to keep parents informed of the interests and goings-on in the programs.

We ask that you cross the line! That is, the imaginary line at the doorway which seems to stop parents from entering the rooms. You are an important part of your child's drop off and pick up and our program! Take off your shoes, if that makes you feel more comfortable, and when you have some time, cross the line to see what is happening, the documentation or maybe even read a book or play together!

Our staff for the 2018 -2019 year include:

Director: Krista Schott, RECE

Supervisor: Faye Jantzi, RECE

Toddlerville: Amanda Rose, RECE, Marcy Freer, RECE, Bobbi-Jo Ross, RECE

Preschool Express: Janet Lichty, RECE, Jessica Henderson, RECE, Bobbi-Jo Ross, RECE

PT Cruisers: Faye Jantzi, RECE

Before Kindergarten: Faye Jantzi, RECE

After Kindergarten: Bobbi-Jo Ross, RECE, Tiffany Haney, Child Care Practitioner Apprentice

Before School: Tiffany Haney, Child Care Practitioner Apprentice, Rhi Klein, Child Care Practitioner Apprentice (Director Approved)

After School: Rhi Klein, Child Care Practitioner Apprentice (Director Approved), Ashley Gerber, CYW (to September 14, 2018)

Below are reminders and suggestions to help make you comfortable and our program run smoothly.

1. Please feel free to call or email at any time during the day and as often as you wish for a report on your child's first few days or anytime throughout the year.
2. There are some anaphylactic allergies at our facility; please **do not bring** carrots, celery, sunflower seeds or nuts of any kind (i.e.: Honey Nut Cheerios) to the Centre. As well, the Health Department requires that anything brought to a child care facility be labeled, therefore, please label the top and bottom of any containers, including sippy cups and water bottles.
3. We value daily communication and require an adult to bring each child into the program area, including the playground. If an educator does not immediately acknowledge
4. We will be closed the following days from September 2018 to August 2019:
 - September 3: Labour Day
 - October 8: Thanksgiving Day
 - December 25 – January 1 inclusive
 - February 18: Family Day
 - April 19: Good Friday
 - May 20: Victoria Day
 - July 1: Canada Day
 - Aug 5: Civic Holiday
5. If you have been informed your application form is incomplete, please update your records as soon as possible. Our license is dependent on files being complete. Just as importantly, please notify the office if any information changes throughout the year.
6. Please call the Centre at 519-656-1003 or inform your child's educator if someone other than the usual person(s) will be dropping off or picking



INSPIRING MINDS
Early Learning Centre

up your child(ren), including emergency contacts or people listed on the application form. This alleviates having to call a parent for confirmation.

7. Our entrance code is available to those who regularly drop off or pick up the children enrolled. On the occasion when someone else must drop off or pick up, please have them ring the buzzer for entry to the Centre.
8. Indoor and outdoor shoes are required daily. We recommend closed toed shoes for active outdoor play. Flip flops or sandals without a heel strap will not be allowed on the playground.
9. An extra change of clothes in your child's bag/cubby is important. You never know when someone will experiment in the water or have an especially messy day!
10. Because Inspiring Minds ELC does not have an indoor gym, we go outside as much as possible. Please send labelled, outdoor clothing that is appropriate for the weather (i.e. splash pants and boots; sun or rain hat; mittens, winter hat, snow pants etc.).
11. During the warmer months, please apply sunscreen to your child in the morning and we will reapply it in the afternoon. We require sunscreen to be in lotion form (no aerosol or spray bottles).
12. A comfort toy/blanket may ease your child's transition to child care and are always welcome for use during rest time and as needed during the day. Please ensure all items are labeled.
13. If your child is in diapers, please provide diapers, wipes, non-quilted change pad and diaper cream, if needed. Please sign an Ongoing Medication Authorization if diaper cream is to be applied.
14. Medication brought to Inspiring Minds ELC is required to be in its original packaging and must be kept in a locked container, either in the refrigerator or in the office. A Medication Authorization Form is required if prescription or non-prescription medications are to be administered. Forms are available from your child's educator.
15. Inspiring Minds ELC is a non-smoking facility. Please refrain from smoking in the building, and on the premises.

16. Please call the Centre by 9:00a.m. if your child will not be attending Inspiring Minds ELC on a scheduled day with the reason for the absence. We are required to report certain illnesses to the Public Health Department.
17. During arrival and departure, our neighbours and the environment would appreciate if you would turn off your car engine while bringing your child(ren) into the Centre.
18. Please take any home blankets or stuffed toys with you on your child's last day of the week to be laundered and return them on their first day of attendance the following week. Health regulations stipulate that bedding must be washed regularly.
19. Emergency Closing: Rarely does Inspiring Minds ELC close due to winter weather or an emergency, however it may become necessary. If Waterloo Region District School Board closes due to weather conditions, we too will close. If another emergency occurs (for example, a power outage), Inspiring Minds ELC may need to close. Notification will be placed on local radio stations, the Centre's voice mail, Facebook page, website and/or on the front door.

For families with kindergarten and/or school age children:

1. We will be walking to and from Wellesley Public School (WPS). Please dress according to the weather.
2. In the morning, the group leaves by 8:30am. If you arrive after this time, please take your child directly to WPS. For the safety of the children, drop off and pick up are not allowed while we are en route.
3. In the afternoon, pick up will take place in the hall leading to the Junior wing at WPS. Please assist us with the transition from public school to child care by informing your child's public school teacher that a staff member from IMELC will be picking up your child. A WPS staff member will bring the kindergarten children to the meeting spot.
4. We have a safe arrival procedure that does not allow the group to leave WPS until all children are accounted for. **It is imperative you call the Centre at 519 656 1003 before 2:45pm if your child will not be attending Inspiring Minds ELC after school on a scheduled day. It is also helpful if you inform your child's teacher at WPS, either in the daily planner/communication book or by calling WPS at 519 656 2830.**



INSPIRING MINDS
Early Learning Centre

5. Parking for School Age Parents: Parents are no longer able to park in the parking lot at St. Mark's Church. Kindly park on the street and walk *into* the church basement / playground when dropping off and picking up your child.

**Toddlerville, Preschool Express,
PT Cruiser and Kinderzone**

You are invited...

A Great Time to Cross the Line!

Wednesday, September 26, 6:15pm – 7:15pm



Be brave and cross the line!

- play and learn with your child
- get to know your child's educators better
- learn more about Inspiring Minds ELC
- meet other parents

Please RSVP by Thursday, September 20

Kewlage parents don't feel left out – the Kewlagers will plan something for you too!! Watch for more information 😊

Your input and feedback are very important parts of our program. One of our annual goals is to:

Increase communication with parents to deepen trusting and respectful relationships. In order to keep families better informed, educators and management will re-visit how we interact with parents to ensure the conversations are open and that we are taking advantage of the opportunities to better support families in their parenting role. Inspiring Minds ELC will develop our resources for parents and work toward sharing our knowledge of child development, practices and strategies.

If you have a particular resource you have found helpful or would like a resource on a particular subject, please let us know.

Please do not hesitate to speak to us to answer any questions or concerns.

Our contact information:

Phone: 519 656 1003

- All staff have access to voicemail

Main email: info@inspiringmindselc.ca

- Faye and Krista have access to this account

Director confidential email: director@inspiringmindselc.ca

- Only Krista has access to this account

On behalf of all of us at IMELC - thank you!

Krista

Krista Schott, RECE

Director

PS. Don't forget to check out and like our Facebook Page, if you haven't already! <https://www.facebook.com/InspiringMindsELC>