



CLASS 424

School Age Child Care

And Early Learning

Family Handbook

424 Main Street | Sussex NB | E4E 1S5

(506) 434-1234 | class4341234@gmail.com

(506) 435-0579 | Early Learning Program

Welcome to CLASS -Creative Learning After School Solutions.

My name is Shirley-Ann Howe and I am the creator and owner of CLASS.

I have had a love for teaching since I was a little girl and I put that love to good use teaching swimming lessons, babysitting and getting my B Ed in Elementary Education at the University of Alberta. I started The Children's Place in 1996 for 2-5 year olds and when the new building for SES was built in 2002, I created CLASS to offer childcare specifically designed for elementary school age children. Throughout this almost life-long process, my true goal was and continues to be providing a place where children know they are safe, seen, heard and valued. I want them to know they are cared for and loved by us.

And here we are! Opening a new CLASS location to meet parents' needs for before-school care and part-time after school spaces. CLASS 424 is the place for your child for an enrichment program where art is the key component. Each day there are guided lessons on how to use different mediums to inspire and grow their love of learning.

This year we are also pleased to be able to provide our community with an early learning program for ages 2-4 with the option of preschool in the mornings or full day child care.

Thank you for choosing CLASS 424. We are so excited to have your family join our CLASS community and we look forward to learning and working with you.

Love,
Shirley-Ann

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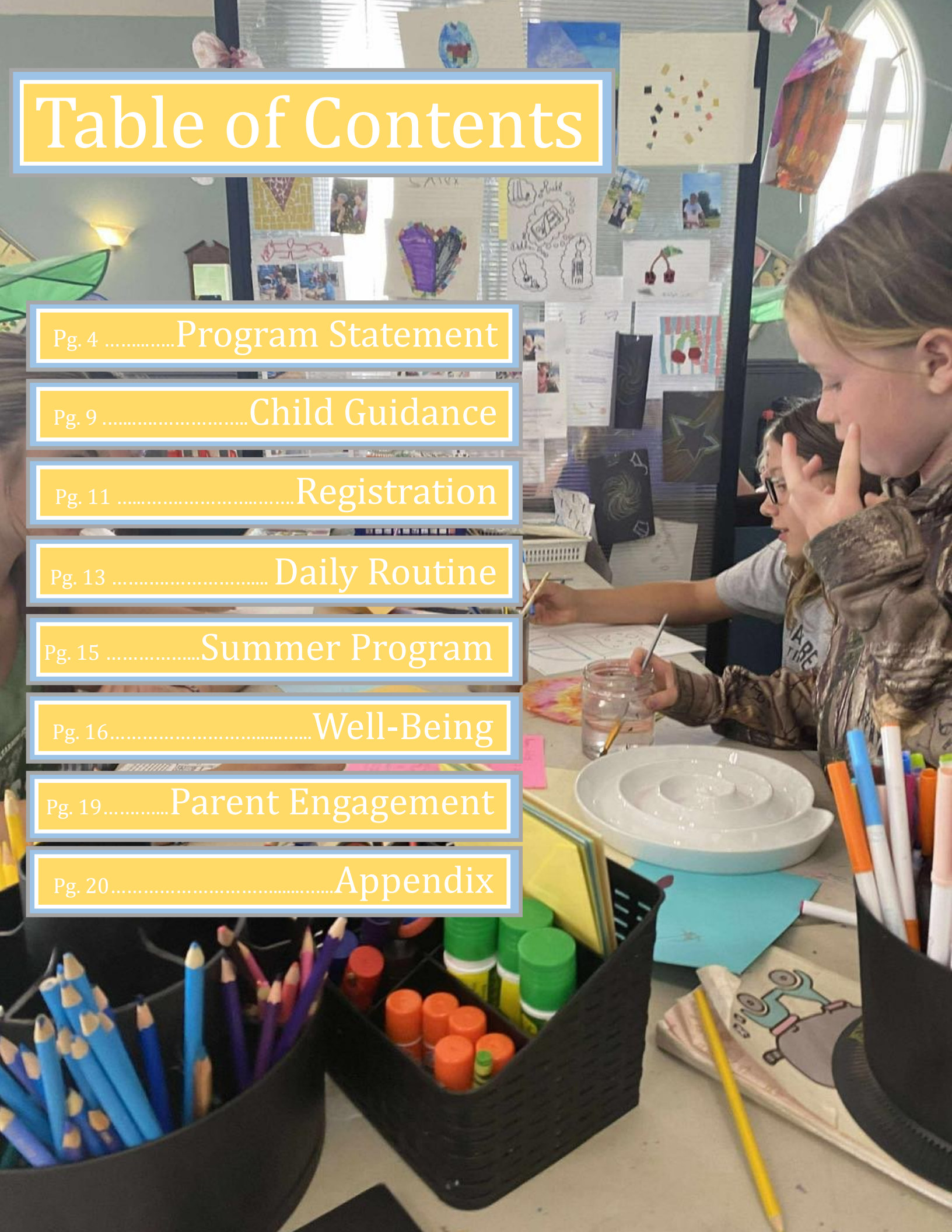
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Program Statement

Our Purpose & Values

Our Purpose is to provide an environment where children know they are safe, seen, heard and valued.

Our Core Values

Safety

I know I am safe at CLASS

We work from a base-line of common sense adapting and re-evaluating situations yet never compromising the safety of children, staff and community.

Growth

I can learn and develop my intelligence, talents and abilities

I take ownership of my professional, social and emotional learning.

Community

I am an important member of the CLASS team.

It takes a village to love, communicate, listen and work

Integrity

I do the right thing even when it is hard.

Our thought and actions mirror our beliefs, values and standards.

Program Statement

Enrichment

Our Program

Enrichment

Sign up your child up at CLASS 424 for enrichment and extended learning. While SEL and Mindfulness curriculum (See appendix A for more info) are at the foundation of our programs, at CLASS 424 we actively explore arts through guided lessons. Alternate self-directed experiences are always an option.

Enrichment Environment

A space for playful explorations and creativity! Walk in and have your interests sparked! Your creativity inspired!

Enrichment Focus

Children can explore and learn how to use mediums such as watercolours, clay, charcoal, pastels, oil paints and the amazing techniques and skills used to create art.



Inclusion

Per the New Brunswick Department of Education and Early Childhood Development, CLASS provides services and an inclusive environment that respects all children and families. The *Early Childhood Services Act* says that this includes: *“the diversity of children and families related to race, colour, creed or religion, national origin, ancestry, place of origin, age, disability, marital status, family status, sexual orientation, sex, gender identity or expression, social condition, and political belief or activity.”* We do this through our SEL and

Mindfulness curriculum that teaches self-awareness and social awareness. Together, we build the skills to communicate, cooperate and build relationships that instill the value that all people are important members of society who deserve love and kindness. CLASS works with families, staff, and community groups to continue to build social and global awareness. CLASS continues to work with resources or programs that aid in access to quality, licensed childcare.

Please see the appendix on page 20 for more information on our SEL and Mindfulness curriculum.



Program Statement

Arts

What does the art program look like?

Art is a Natural Form of Expression for Children.

The essence of art is expressing oneself. To develop a sense of self-expression, children need the opportunity to make their own decisions about their artwork. When adult feedback or approval is removed, a child is more likely to take risks and make mistakes. This fosters creativity, exploration & exciting outcomes. Process-oriented art education uses the simplest materials, few clear directions, and open-ended time to experience the creative process. The door then opens to little masterpieces: self-portraits, representational drawing, abstract design, etc

<https://fourseasonsmontessori.com/2018/01/09/difference-between-art-and-craft/>

Crafts—Unique Importance and Value

Crafts are introduced for a different purpose from the arts: They are used to reinforce and compliment a learning focus. Children are able to practice new skills and techniques use a variety of materials while crafting related projects: cultural, seasonal, zoological, botanical, etc.

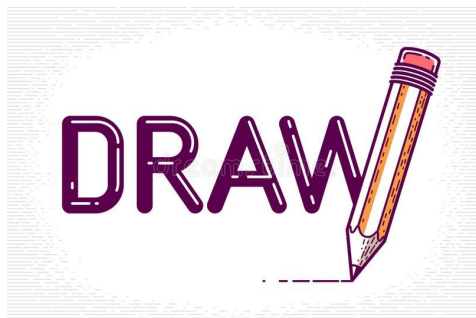
This allows educators to research and learn craft ideas that will compliment and extend learning. Craft is an activity involving skill and technique in making or duplicating something by hand: paper, wood, pottery, textiles, knitting, jewelry. The primary use is both practical and purposeful in daily living and education. Crafts can provide a sense of accomplishment, professionalism, and pride in children's work. Crafts are especially valuable for promising artists who need experience to build confidence, exploration, and experimentation.

Book your tour today!
Join the waitlist
Call (506) 434-1234

Program Statement

Arts

What does the art program look like



Drawing not only provides the basis for other creative activities – like painting, sculpture and printmaking – but it also provides a direct link with reading, writing and especially mathematics. Drawing is the single most accessible form of art available. All you need (to begin with), is a pencil and a sheet of paper.

Painting is a way for children to do many important things: convey ideas, express emotion, use their senses, explore color, explore process and outcomes, and create aesthetically pleasing works and experiences



Problem solving, teamwork, communication, listening, personal reflection, debating, being objective and critical, developing own visual language and artistic interpretation. Printmaking develops literacy skills through encouraging critical and expressive use of language in response to the observations.

Sculpture is 3-D artwork created by shaping or combining materials. Materials may be worked by removal such as carving; or they may be assembled such as by gluing, or hardened-include forming, carving, collage, gluing and make use of materials such as clay, wood, soap, paper, tape, beans, foam, metal and stones.

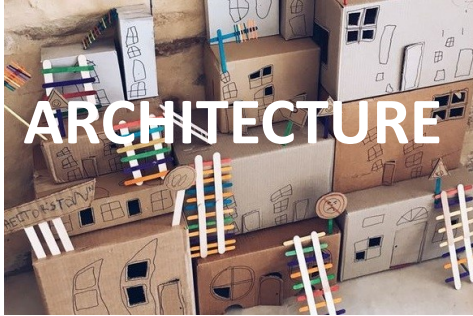


Textile arts are arts and crafts that use plant, animal, or synthetic fibers to construct practical or decorative objects. Textiles have been a fundamental part of human life since the beginning of civilization. Textile art involves making something from fibers from a variety of sources. People have made textile art for thousands of years by many methods of production, including sewing and embroidery, or covering the surface of a textile with decorative pictures.

Program Statement

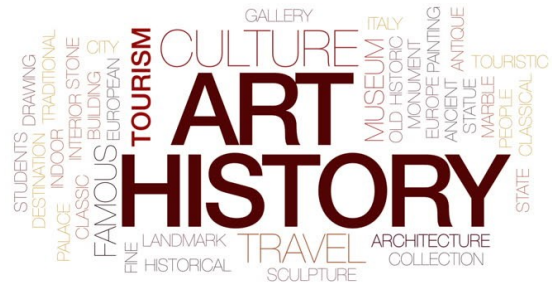
Arts

What the art program look like:



Children learn to become aware of their built environment. Architecture and Design are all around us, in fact, everything that wasn't made by mother nature was conceptualised, designed, drawn by a person. Design thinking is a process for creative problem solving. It's asking the right questions, creating innovative solutions, testing, experimenting, prototyping. Cutting, gluing, painting, drawings are skills that matter and need not be forgotten as they are very useful in a design career.

Art History facilitates the exchange of ideas and opinions, and helps children learn about the beauty of diversity while also strengthening their own sense of self.



Children bring their own set of culturally based expectations, skills, talents, abilities, and values with them. They develop their self-concept (in part) from how others see them. To form positive self-concepts, children must honor and respect their own families and cultures and have others honor and respect these key facets of their identities too. If we don't reflect and validate their families and cultures, children may feel invisible, unimportant, incompetent, and ashamed of who they are. Multicultural art celebrates diversity.

Seasonal art and crafts encourage children to understand and care about their family, community and society. Seasonal activities can make abstract concepts real and concrete. They take advantage of children's innate interest and build on the greater significance of the four seasons and holidays that we share. Seasons and holidays provide connection within and between communities and individuals. They reflect our values and diverse celebrations lead to inclusivity and understanding.



Child Guidance

A Positive Approach

Responses to Children

At CLASS we respond to the child's needs/situation and not the behaviour. We understand that each child has their own individual needs and we strive to build a relationship with them so that we can understand and meet those needs. This relationship builds trust between the educator and child creating a safe space for the child to learn about their own emotions and how to respond to feelings and situations on their own. The emphasis is on teaching the child what to do next time rather than on punishing him or her for their actions. It is important to note that not all difficulties/conflicts require intervention. Children NEED to learn to understand/negotiate/process difficult situations and encounters. It is an integral part of their development.

- Hugs-Hugging has many benefits. It helps with brain development, physical growth, and the release of oxytocin boosts your immune system. In guiding children's behavior it is useful because it helps with self-regulation and reduces stress and anxiety. Please note, children will not be hugged if they do not want to be hugged. We use words like "We love you," "We care about you," "I've got you, you are safe," "We are here for you."
- SEL-This is our main approach for helping guide children to understand what happened, how it made them feel, how those feelings lead them to certain actions and how those actions in turn affect others. It is built into the curriculum to help recognize and manage emotions; teaching empathy and building relationships.
- Mindfulness-This is an activity-based introduction to mindfulness designed specifically for us! These practices help develop valuable tools such as the ability to self-calm, regulate emotions, and caring for others.
- Re-direction– Guiding a child into acceptable options when engaged in an unacceptable activity
- Logical consequences– Attempting to make the child aware of the results of his/her actions
- Limit setting– Boundaries are set by the educator for the children as a group and for individual children according to each situation
- Modeling-Demonstration of appropriate ways of interacting
- Offering choices-Appropriate choices are offered so children can make safe decisions themselves
- Ignoring– Some inappropriate behavior can be safely ignored with more emphasis given to appropriate behaviour
- Positive reinforcement- showing genuine approval when children are engaged in positive activity

Response to Incidents Procedures

The following steps are to be taken to deal with the incident:

- Educators will stop the behaviour immediately in a calm but firm manner
- Educators will direct the child to more appropriate behavior
- If necessary, educators will move with the child to an area where they can regain control and become calm. * This is a renewal time for the child to adjust mixed feelings and regain composure, not a punishment.
- When the child has regained control, educators will talk to him/her about their behavior
- Educators will problem solve and help the child develop strategies to help them with their self-awareness and self-management
- If ongoing, educators will complete an Incident Log. This written documentation will include a summary of the incident including what the behaviour concern is, what provoked the situation and what action was taken
- Educators will inform the parent/guardian of the situation and will have them initial the Incident Log.
- Educators will notify the director/owner

Incidents may include:

- Endangering the safety of/causing physical harm to children and/or staff members and volunteers
- Stealing or damaging CLASS or personal property
- Leaving the program without permission - this will result in a call to 911 and the parent/guardian
- Refusing to follow directions as set out by the staff in the program
- Using vulgarity, profanity, or obscenity frequently

Additional Support

If your child requires additional support in the school environment, additional support will also be required for him/her to attend CLASS. Applications for funding for additional support must be sent in the previous school year.

PLEASE NOTE:

If the child's behaviour escalates (after the previous steps have been followed) to the point where the immediate safety of that child, other children or staff is threatened, the parent/guardian will be notified and expected to pick up the child immediately. If the behaviour continues, staff will schedule a conference that includes the parent/guardian, child (optional), the owner and educators to help determine possible solutions and develop an action plan. If the behaviour persists and continues to disrupt the program, CLASS reserves the right to suspend the child from the program. Removal from the program will be considered in extreme situations. Parents/guardians will be asked to find alternative care if the situation cannot be resolved, and if it is determined that we are not able to meet the needs of the child.

Registration

School Age Programs

Before School: \$100/month or \$200 for just before school

This option allows for early drop off. Educators walk the children to their entry door at 8:00am.

After School: Part time \$24.50/day or \$410/ month

This option allows families to choose a minimum of 2 days per week for their child/ren to attend after school. All chosen days must be the same each week.

All Inclusive: \$460

Combines all after school days and full days during the school year. Full days are: storm days, PD days, one week of Christmas, and March Break.

Summer: \$190/week

This is a separate program that runs for the summer months at CLASS 424. For more info, see page 15.

Hours of Operation

Before School Care | 6:30am - 8:00am

After School Care | school dismissal to 5:45pm.

Full day | 7:45-5:45

Closures

CLASS will be closed on all stat holidays, Truth and Reconciliation Day, Thanksgiving, Easter Monday, Victoria Day, and a week during Christmas Break. If school is closed early due to inclement weather CLASS will be open but we encourage you to pick up your child/ren as soon as possible so our staff can get home safely as well. If school is closed early due to a power outage CLASS will be open and families will be contacted for pick up.

Fees

Monthly fees will be debited on the **1st of each month**. CLASS does not accept cash or e-transfer. If you opt for e-transfer, there will be a \$20 service charge for each one. An e-transfer may be accepted for your initial payment to complete the registration process. This is exempt from the \$20 e-transfer fee.

\$50 registration per child per school year	After School Part time: 2 days/week - \$196/mo 3 days/week - \$294/mo 4 days/week - \$392/mo Full time: 5 days/week - \$410/mo	All Inclusive After school + Full days \$460/mo	Before School 1 child in AS \$100/mo 1 child not in AS \$200/mo
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All Inclusive must be chosen at time of registration.

Fees are subject to change at the discretion of the owner.

Please speak to the director if a situation arises regarding payments.

Registration

Early Learning Programs

Half Day

Our Early Learning Program is a busy, active environment that is entered around children's interests and exploration. We follow the NB curriculum, and purposefully incorporate social emotional learning, self-awareness and regulation into all aspects of our day.

Full Day

For full day care, you may choose which days of the week you would like them to attend. These must be the same each day.

Hours of Operation

Part-time | 7:45-12:00

Full time | 7:45-5:45

Closures

CLASS Early Learning will be closed on all stat holidays, Truth and Reconciliation Day, Thanksgiving, Easter Monday, Victoria Day, and a week during Christmas Break. CLASS Early Learning will be open for full time spaces on storm days and PD days, Christmas break, and March Break. CLASS Early Learning will be closed for Half Day program on storm days and PD days, Christmas Break, and March Break. Half Days for the summer weeks will depend on availability.

CLASS Early Learning is closed the week of New Brunswick Day in August and the week of Christmas Day in December. There will be no charge for those weeks.

Fees

After the first week of attendance, fees will be debited on the **Monday of each week**. Your full payment is required every week regardless of your child's attendance. CLASS does not accept cash or e-transfer. If you opt for e-transfer, there will be a \$20 service charge for each one. An e-transfer may be accepted for your initial payment to complete the registration process. This is exempt from the \$20 e-transfer fee.

\$50
registra-
tion per
child

Early Learning

Preschool:

2 year old: \$150/wk

3 year old: \$140/wk

4 year old: \$130/wk

Full time:

2 year old: \$240/wk

3 year old: \$220/wk

4 year old: \$200/wk

Fees are subject to change at the discretion of the owner.

Please speak to the director if a situation arises regarding payments.

A **subsidy** up to **\$12.75** per day is available

Email
sd-ds@gnb.ca
or phone

A **subsidy** up to **\$24.25** per day is

Referral Rewards When you tell a friend how wonderful the CLASS program is and that friend enrolls their child/ren

Late Pick-Up Fees

At 5:45, you will be phoned and required to pay an additional \$10 per child. 15 minutes after close the penalty goes to \$20 per child and an emergency contact will be phoned. 30 minutes after close the penalty is an additional \$1 per minute per child. This must be paid before your child returns.

Missed Payment

If your payment is declined due to insufficient funds, an additional fee of \$10 will be added to cover bank fees. Bounced payments must be paid within 48 hours of notice. If a cash or e-transfer is not paid by the 1st, a late payment fee of \$10/day will be charged. If a payment has not been paid after 2 weeks, your child will not be allowed to attend.

A year end receipt will be issued for up-to-date payments. If there is an outstanding balance, you will be notified by text or phone call followed by an email. If no payment is made it will go to collections. In accordance with our company value: integrity, it is our policy that we do not enrol any families that leave CLASS with an unpaid balance.

Enrolment

To enrol your child we must have

- a completed Child/Family Information form with 2 emergency contacts
- a completed Authorization /Consent form

After-School

- Non-refundable registration fee
- Non-refundable deposit –1 month fee

Early Learning

- Non-refundable registration fee
- Non-refundable deposit –2 week fee

Disenrolment

CLASS is a private business and under the direction of the owner. We are dedicated to providing a quality experience and there may be times when the program is not suitable for all children and their families. We must consider all children and there may be times we cannot allow a child to continue without lowering our standards due to excessive attention being allotted to a particular child. If we have gone through the full extent of our Response to Incidents Procedure and have seen no improvement. We reserve our right to give two weeks' notice. You also have this right and we do require two weeks' written notice as well. In cases of extreme behaviour from children or parent/guardian, we reserve the right to opt for immediate disenrollment.

Daily Routine

CLASS After School

Arrival & Departure

Sussex Elementary School to CLASS 424

CLASS educators meet children outside the school as teachers bring their classes out around to the buses. Once all children are present and signed in, they walk with their educator to CLASS 424 at 424 Main Street.

CLASS 424: Full Days

Parents/guardians are required to bring their child into the building and ensure that they wash their hands at the door. A staff member will let you in through the second door.

Alternate Pick Up

If you are not picking up your child please text 506-426-5678 to let them know who is picking them up that day. Pick up must be done by someone who is on the pickup list you have provided on the child profile. Staff may request ID.

Absences

If at any time your child will not attending CLASS please call or text (506) 434-1234 to inform us of the date and reason for absence.

Outings

Outdoor Play

We play at the playgrounds around Sussex Elementary School. There is a wooded area behind the school where we climb trees and build forts. We try to go out in any weather within reason. Please be sure your child is dressed appropriately each day.

Transportation is not provided.

Indoor Play

Our indoor area is based largely on art enrichment while still following the NB Curriculum. We have a large studio space where children can work with different mediums and learn new crafting skills. Toys, games, a sensory table and dramatic play are all available each day. Our quiet room is set up with cozy chairs for reading or practicing mindfulness. See pages 6-8 for more info.

Homework

At CLASS we understand how much work homework can be. If you feel that your child would benefit from doing homework at CLASS, it will be done 4:30-5:00. It is recommended that reading be done at home with parents. Please note it is the parent/guardian's responsibility to keep in touch with the teacher about any extra projects. Projects are to be completed at home.

SEL/Mindfulness

Each day we take a few minutes to take a few deep breaths. Shirley-Ann has created our own meditations that reflect what we are doing in Social and Emotional Learning. Staff members have received training from Shirley-Ann and from Smiling Minds. The Smiling Minds curriculum is also used throughout the year.

Daily Routine

CLASS Early Learning

Arrival & Departure

Arrival

On arrival, come in the front door. There are sinks to the right for handwashing before entering the main room. There are hooks and trays in the hallway for bags, coats and shoes. Children may bring in their lunch bags and water bottles. Indoor shoes or slippers are recommended

Departure

Please come inside for pick-up using the front door. A sign will be posted on the door if we are outside during this time.

Alternate Pick Up

Please text 506-435-0579 if someone different is coming for pick-up. Pick-up must be done by someone who is on the list you have provided in the child profile. Staff may request ID.

Absences

If at any time your child will not be attending CLASS please call or text (506) 435-0579 to inform us of the date and reason for absence.

Outings

Outdoor Play

We have our own fenced in playground right beside our building with lots of trees for shade. This outdoor space is a great place for sensory and dramatic play with a sandbox, gravel box, and mud kitchens. We also use Discovery Park daily since it is right behind us. Please make sure your child has weather appropriate clothing. Winter: snowpants, winter coat, winter boots, hat, and mittens. Spring: rubber boots, splash pants, raincoat (or muddy buddy), hat and mittens. Summer: sneakers (no sandals please as we do go for walks), sun protecting hat. Your child will need a spare change of clothes in their bag every day as we often get dirty playing in nature.

Transportation is not provided.

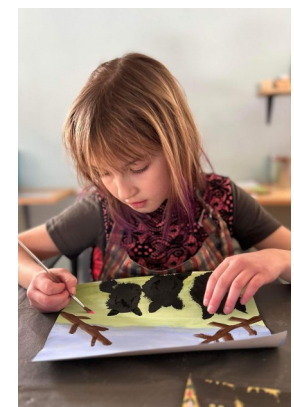
Indoor Play

Our indoor area follows the NB Curriculum. Learning centers are set up each day according to the children's interests. Learning centers include: art, dramatic play, sensory, construction, and small world play. We have group time to read and learn new games together. We also use this time to do mindfulness.

Quiet time/Nap time

Each afternoon we have a quiet time. This is an opportunity for children to rest while reading a story, doing a puzzle, or having a nap. If your child requires a nap, please let us know. Guardians are responsible for providing a nap blanket and pillow.

Daily Routine



Summer Program

Program

Our CLASS Summer Program is at 424 Main Street. We have daily games and activities planned according to our focus that day. Children may choose if they want to participate. We spend a lot of the summer exploring different parts of Sussex and plan visits to different businesses and groups. Our overall focus is to be outside and to have unstructured time so that curiosity, wonder, and joy are experienced.



Registration

We start registration in April of each year. A deposit of one week is required to hold your space/s for the summer. Families can sign up for the weeks they need child care. CLASS is closed the week of New Brunswick Day.

Fees

1 child | \$190/week

2 children | \$375/week

2026 Payment schedule: June 22, July 6, July 20, August 10, August 24

Arrival and Departure

Drop-off starts at 7:45. Parents are asked to bring their children inside to be greeted by an educator. Early drop-off is 6:30. Pick-up by 5:45. You can call or text 506-426-5678.

Daily Routine

Indoor play

Each morning we will be inside during arrival time where there will be centers set up based on their children's interests.

Outdoor Play and Outings

Usually by 9:30, CLASS will be out on an adventure. We walk to nearby places such as Sunnyside Park, O'Connell Park, and the nature trail. Please call 506-426-5678 if you are dropping off after 9:30.

Summer Essentials

During the summer we are on the go a lot and it is imperative your child has everything they need to be comfortable. They must have the following items every day:

Water bottle

Sunscreen

Change of clothes

Sneakers

Hat

Large lunch

Well-Being

Licensed Child Care

CLASS is a licensed program and this ensures child/educator ratios are maintained at all times and the required percentage of staff are qualified to work with children. We are limited to 15 school aged children per educator.

Licensing guarantees that the facility and program have been **inspected, approved and spot checked by** the following agencies:

- *Fire Marshall*
- *Public Health Department*
- *New Brunswick Department of Education and Early Childhood Development*

Pet Visitations

Pets promote social interactions among children and provide comfort and companionship. When the occasional pet visits our program, children will be taught how to properly approach, handle and act around pets. In line with Public Health Standards, children will be supervised while interacting with pets, children and staff will thoroughly wash hands after contact, pets meet all vet requirements, and pet records will be available.

Snacks/meals are to be provided by parents/guardians. Please be sure to send a substantial lunchbox.

Allergy Information is posted on location. Please ensure these are up to date if your child's health changes.

Duty to Report

Staff is required **by law** to report any suspected cases of child abuse or neglect as per *The Family Services Act*.

Custody and Access

CLASS must be informed of relevant custody negotiations or restrictions. We require official documentation or we cannot deny a parent access to his or her child. If an unauthorized parent attempts to make contact, we will request they leave and will follow that with a 911 call.

Child Information and Belongings

It is the parent/guardian's responsibility to provide updates on any information such as new allergies, phone numbers, emergency contacts, etc. We do not encourage children bringing special toys or electronics. It is helpful to have a spare change of clothes at CLASS. Please make sure your child's belongings are labeled with their name.

It is the parent/guardian's responsibility to provide diapers/pull-ups, wipes, diaper cream, and a plastic mat if the child requires these items. Please send it in a plastic container with a lid.

Emergency Evacuation

In the event of an emergency, CLASS evacuates out the nearest exit available (front door and back door) and to the metal tree at Discovery Park. Attendance sheets and first aid bags are taken out every time. Our alternate location is Sussex Elementary School. CLASS practices fire drills monthly. In the event of an emergency closure, parents will be notified via email and/or phone call/text.

Illness

Parents/guardians are required to provide specific reasons for a child's absence as we are required to report illness patterns to Public Health Officials. *We are not being nosy; we just need to fill in our forms!*

Lice

It is our policy that if your child has lice, they may return after treatment AND are free of any live lice and nits.

Administration of Medication

We can only administer medication, whether over the counter or prescribed, that has been provided by the parent. Parent/guardian must fill out a general form called **Administration of Medication Consent and Record Form** or **Administration of Medication Consent On-Going Treatment**.

All medication must:

- be in its original container with original label
- be identified with the dosage and frequency
- have full name of the child
- have expiry date

Managing Illness — Parent’s/Guardian’s Role

Your involvement as a parent is important! You can take the following steps to help ensure that early learning and childcare facilities are safe and healthy places for all children.

Step 1: Make sure you provide up-to-date information about your child’s immunization to CLASS. If you choose not to immunize your child, you must sign a waiver available from the Department of Health.

Step 2: If your child is too sick to participate comfortably in activities and has symptoms or a condition that may affect the health of other children, it is necessary that your child **NOT** attend.

You must keep your child at home or make alternate childcare arrangements if your child has one or more of the following symptoms or conditions:

- *Fever (oral temperature 38.5° C or greater; rectal temperature 39° C or greater, armpit temperature 38° C or greater) accompanied by behavior 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, mucus or blood in stool may also occur*
- *Vomiting illness with two or more episodes of vomiting in the previous 24 hours*
- *Mouth sores associated with an inability of the child to control his/her saliva*
- *Rash with fever or behavior changes*
- *Infections (ex. **infected eyes with discharge**) until 24 hours after treatment started by physician*
- *Infestations (ex. **scabies, head lice, pinworm**) until after first treatment with a medicated product*

Step 3: If your child does not attend due to illness, you must let the staff know your child’s illness symptoms.

Step 4: If your child gets ill at CLASS, you will be notified and asked to make arrangements to pick up your child within one hour of being notified. This is important to make sure your child gets the treatment he/she needs as well as to prevent the spread of illnesses to other children.

Step 5: You are encouraged to take your child to a physician if their symptoms do not improve within 24 hours after leaving CLASS.

Step 6: For some illnesses, there is a required time period where your child cannot attend CLASS. These time periods and illnesses have been developed by health care professionals across Canada to ensure that your child is fully recovered and to prevent the spread of infectious diseases in ELC facilities. These illnesses are listed in Appendix B “New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities” of the “Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities”. The guide is available from the CLASS operator or administrator.

If your child has been diagnosed with any of the illnesses in this guide, you **must** follow the requirements in order for the facility operator to allow your child to be re-admitted to the facility.

Step 7: When you bring your child back to CLASS after having been sick with an infectious illness, you must complete the Return after Exclusion form to certify that you have followed necessary steps for re-entry to CLASS.

Parent Engagement

Communication

The CLASS program is committed to providing a space where children know they are safe, seen, heard and loved; a place where they are supported in their growth and social and emotional learning. Feel free to discuss any issues that are important to you. Your active participation and presence are welcome and encouraged.

If you have any questions or concerns, you can speak with any of our educators or discuss issues with:

the Director, Heidi, at CLASS-Sussex @ 506-434-1234

the Owner, Shirley-Ann, @ 506-512-3569

the Director, Laisia, at CLASS Early Learning @506-435-0579

or contact Celina Boudreau Chiasson 506-875-7643 (Quality Assurance Monitor)

Celina.BoudreauChiasson@gnb.ca

Monica Maltais 506-953-0046 (Inspector)

monica.maltais@gnb.ca

who work with the Early Learning and Child Care Department.

Tours

We encourage every prospective family to come and visit us at our center. This gives families the chance to see the center beforehand and for us to meet one another and go over the Family Handbook together. It's the perfect time to help ease your child in to a new place and answer any questions you may have. If tours are unavailable due to Public Health regulations or it simply does not fit the family's schedule, parents may opt for a phone call.

Parent App

CLASS uses the Parent App for all communication. You will receive an invitation to join. Please accept so that can get important updates on school closures and special events. We use the Parent App to safely share activities, learning, and photos of the children. There is also a messaging center within the app so that you can contact CLASS at any time.

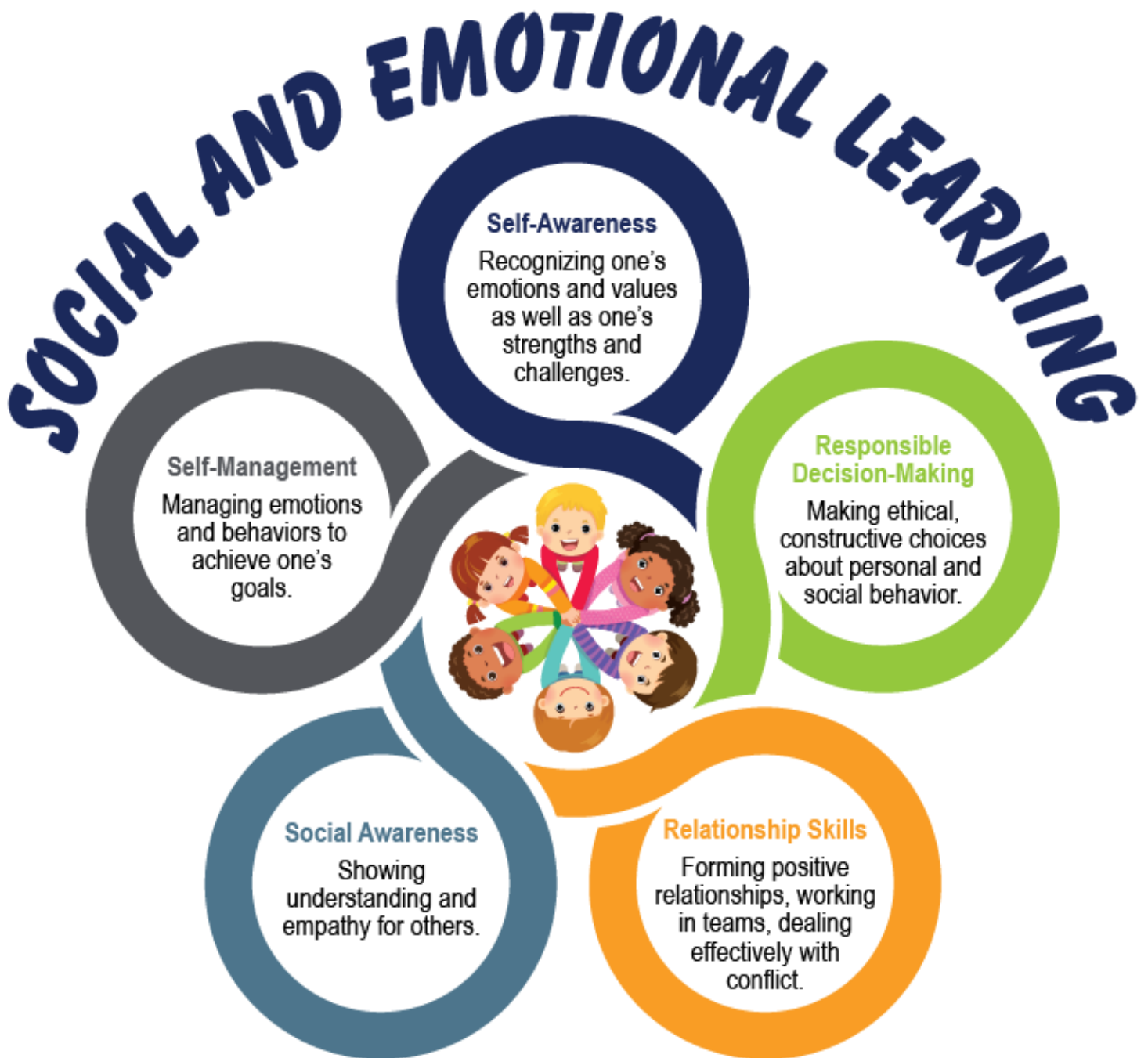
Conduct

Our center maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Appendix

Program Statement: Our Approaches

The focus of CLASS is to develop Social and Emotional Learning. Here are the core competencies of SEL:



Mindfulness

What is mindfulness?

Mindfulness develops the whole brain and it is the cornerstone for Growth Mindset and Social and Emotional Learning. It is the practice of noticing our thoughts and feelings, sensations and anything going on around us. Simply put it is awareness and self-awareness is the first step to SEL.

Why is mindfulness important?

Scientific studies have proven that mindfulness and meditation can bring changes to the brain with as little as 8 weeks' practice. Research over the past few decades has found that mindfulness training develops:

- Increased attention, memory, organization and impulse control
- Decreased ADHD behaviors—specifically hyperactivity and impulsivity
- Fewer conduct and anger management problems
- Increased emotional regulation
- Increased self-calming
- Increased social skills
- Increased care for others
- Decreased anxiety and depression
- Increased self-esteem
- Increased quality of sleep (Association for Mindfulness in Education)

Mindfulness and Growth Mindset are essential and key to SEL.

Please note that this is not a religious practice; however the origin and history of meditation will be discussed.

Educators practice Mindfulness daily in order to bring their best selves to CLASS.

SEL

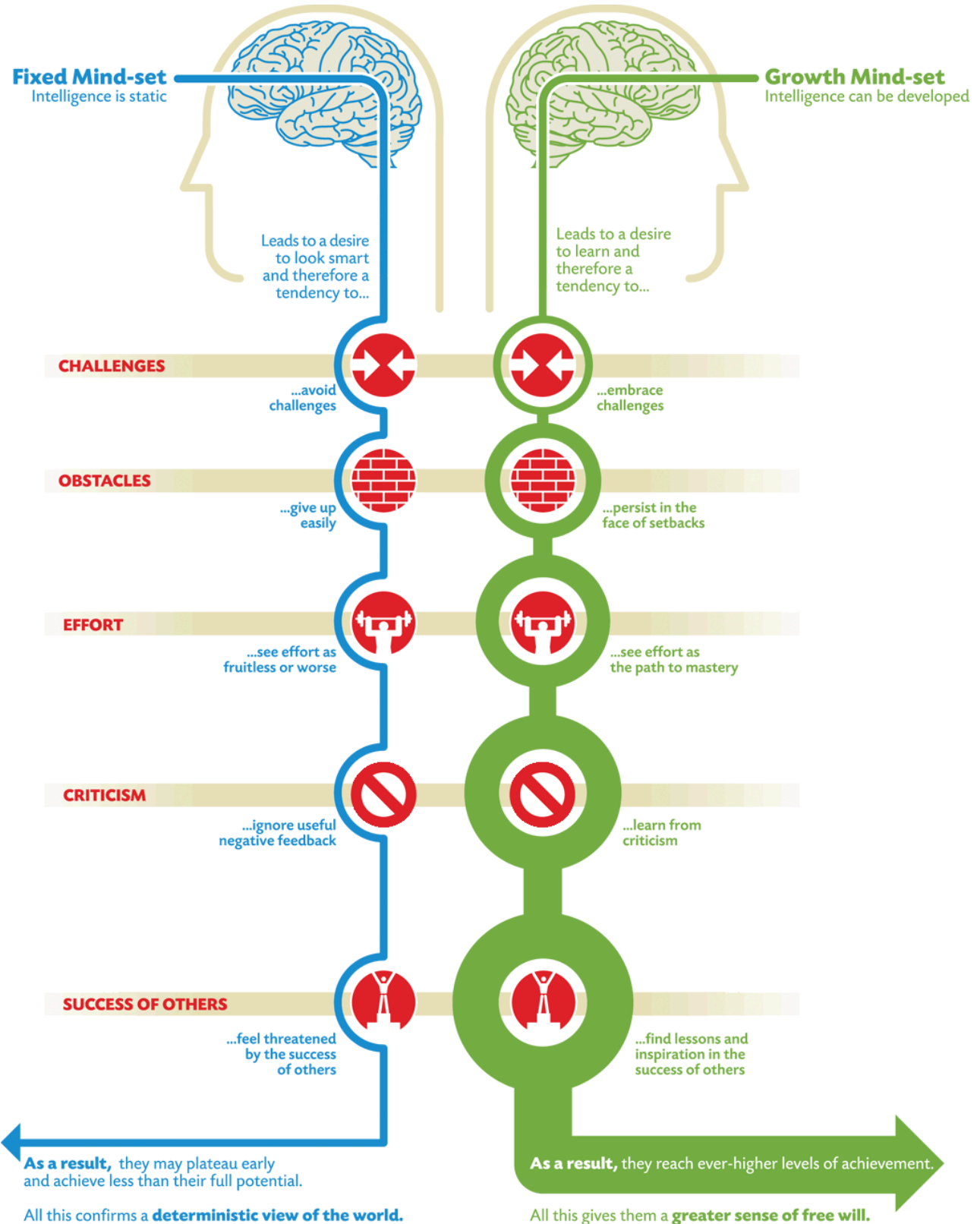
Growth Mindset
Intelligence can be developed

Mindfulness

This is the practice of being self-aware.

Growth Mindset

Having a growth mindset is essential for success!



By Carol Dweck, graphic by Nigel Holmes, used with permission

Updates

What's new at CLASS?

What's new?

Prices changes - Page 11

After school prices have gone up \$20/month. Part-time has gone up \$1/day.

Summer - Pages 11, 15

Fees have changed to \$190/week.

CLASS summer program will take place at CLASS 424, 424 Main Street.

Registration Fee - Page 11

Fee has changed to \$50

CREATIVE LEARNING AFTER SCHOOL SOLUTIONS



CLASS

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Sussex, New Brunswick | class4341234@gmail.com
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