



## **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.

### **Toddler Rooms - Centre 2**

Here at Centre 2, we have 2 Toddler Rooms. Our Toddler 1 Room is licensed for 15 children at a 1 educator : 5 child ratio for children aged 18 months to 30 months. There are 4 educators who are consistently in this room daily. Our Toddler 2 Room is licensed for 8 children at a 1 educator : 5 child ratio for children aged 18 months to 30 months. There are 2 educators who are consistently in this room daily. All our Toddler 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, 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. Children who are interested in sitting on the toilet are given the opportunity to during all change times or as they require during the day. The children have their diapers changed in the washroom on a Koala change pad (similar to what they have in stores/restaurants) where their diapers & wipes are organized and within reach for the educators. Both Toddler Rooms have a toilet accessible directly in the washroom attached to their class. 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 'typical' schedule in this room is:

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

9am-10am - Planned Activities

10am-11am - Outdoor Play

11:30am - Lunch

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

3pm - Afternoon Snack



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3pm-4pm - Planned Activities

4pm-5pm - Outdoor Play

5pm-6pm - Free Choice

### **Centre 2 - Infant/Toddler Playground**

At Centre 2, the Infants and Toddlers share the playground space but are never outside at the same time. When the Toddlers are outside, the Infants are inside and when the Infants are outside the Toddlers are inside. Both Toddler Rooms go outside at the same time.

The Infant/Toddler playground space consists of wood chips, a bike/ride on toy path, a sandbox, a play house which includes a tunnel, a large shade umbrella 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 FOB holders do not share their FOB's as this form of security allows us to see who is entering the



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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.