



# Early Learning Centre

Our Mission: The Moose Jaw MFRC Inc. is collaboratively engaged with our military families and community and defence partners, which affects positive community transitions and relevant and adaptive family services, programs and resources for military families.





# Welcome from the ELC Staff

Dear Parents,

Thank you for choosing the Early Learning Centre (ELC) to meet your casual child care needs. At the ELC we strive to provide high quality child care in a safe and engaging environment which adheres to Saskatchewan's Child Care Regulations.

The Early Learning Centre is a respite child care service for children ages 0-5 years, funded by the Department of National Defence (DND). It is within our mandate to offer this unique type of child care. The program allows parents to access casual child care, by scheduling on a weekly basis, without paying for a secure monthly spot.

Our centre is open Monday, Tuesday, Wednesday, and Friday morning, and Thursday afternoon. Once a month, a Stay and Play Saturday Morning is offered and is free for children of a deployed CAF member.

Please feel free to contact me with any questions, concerns or comments.

I look forward to meeting you and your children!

ELC Primary Caregiver  
**306.694.2222 ext. 5318**



# Overview of Policies & Procedures

In keeping with our mandate to provide casual child care, long term reservations will not be permitted. Parents may call the ELC staff on Friday to book their children for the following week. The phone number for the ELC is 306.694.2222 ext. 5318.

Same day reservations will be accommodated if space is available. Every effort will be made to contact extra staff when required. In cases of emergency, provisions will be made to support Canadian Forces families.

Parents that have reserved a space for their child must notify the ELC **by noon the day prior to their reservation if they wish to cancel**. Families who do not cancel by the time stated above, or do not show up, will be charged a penalty of \$5.00, as staff are arranged on the basis of reservations.

Parents who will be unavoidably late are asked to notify the ELC staff immediately. A penalty of \$5.00/family will be charged for each 15 minute period or portion thereof, after closing time if the staff have not been notified.

All parents are required to complete a registration form for each child receiving care at the ELC. To keep the information current, parents must update these forms annually.

Parents are asked to keep children at home who are suffering from a high temperature, diarrhoea or vomiting. If a child becomes ill while at the Early Learning Centre, parents will be notified by the staff and asked to remove their child as soon as possible. The sick child will be moved to another room, until the parent arrives.

Parents are asked to notify the Early Learning Centre staff if their child contracts a communicable disease. Parents will be notified about any communicable diseases circulating in the Early Learning Centre.



# Behaviour Guidance Procedure

The MFRC Early Learning Centre will work towards promoting a positive self-concept in each child by respecting each child's feelings and needs and guiding each child in expressing their feelings in an appropriate manner.

Staff members will:

- Express emotions verbally
- Take time to listen
- Clearly outline limitations
- Provide positive redirection
- Understand that challenging behaviors are an expression of a lacking need and aim to understand that need

Daily routines will be followed to enable children to anticipate changes in their environment. Three principles will be followed and communicated to all children:

- You cannot hurt yourself
- You cannot hurt others
- You cannot hurt the physical environment or equipment

The following quote has been taken from section 14 of the Saskatchewan Child Care Regulations (2001) and applies to all staff:

***Child management:***

*14(1) The following practices are not permitted methods of child management with respect to a child receiving child care services in a facility:*

*(a) corporal punishment;*

*(b) physical, emotional or verbal abuse;*

*(c) denial of necessities;*

*(d) isolation;*

*(e) inappropriate physical or mechanical restraint. (con't)*



# Behaviour Guidance Procedure

The MFRC Early Learning Centre's program is based on the principle of respecting self, others, and property. In the event that these are not followed, and depending on the severity of the problem, the following steps may be taken:

1. The child will be observed throughout the day. Events occurring prior to, during, and after the inappropriate behaviour will be documented. Any behaviour that results in physical, emotional or psychological harm will be documented by the staff and the parents of all involved parties will be required to read and sign this documentation.
2. Parents will be required to meet with the staff and/or their child if the inappropriate behaviour(s) persist(s) to establish a cooperative plan of action. At this time, parents may be asked to seek professional services.
3. Where the child's behaviour consistently threatens the safety of self, the other children or staff, the MFRC reserves the right to limit or suspend, for a period of time to be determined by the Primary Caregiver in consultation with the Senior Operations Manager, access to any or all Children/Youth programs of the MFRC.
4. Where the child's behaviour is such that the MFRC is unable to provide adequate services, the Primary Caregiver in conjunction with the Senior Operations Manager reserve the right to refuse access to any or all Children/Youth programs of the MFRC.

**The MFRC Early Learning Centre wishes to work cooperatively with you. We share your desire to provide a safe, nurturing, and engaging environment for your child. We thank you in advance for your support of our behaviour guidance procedure.**



# Why Routine?

Children learn and transition best throughout their day when they can predict what will happen next. Establishing a routine that allows for predictability, as well as being flexible enough to meet the changing needs of children, is foundational in creating a sense of security in a child care centre. You will notice with routine that children will act in expected and predictable ways.

## Our Daily Routine

Free Play  
Music & Movement Activity  
Snack\*  
Outside Play  
Free Play  
Prepare for Parents to Pick Up

## Hours of Operation

Monday to Friday

Mon	Tues	Wed	Thurs	Fri
9am-12pm	9am-12pm	9am-12pm		9am-12pm
			1pm-4pm	

**\*Please note** - Parents are required to provide a nut free snack for their children.



# Child Care Rates

## Military and Associated Members

### Infants ages 0-18 months:

\$15.00/half-day defined as either 9am-12pm or 1-4 pm

### Children ages 19 months and over:

\$12.00/half-day defined as either 9am-12pm or 1-4 pm

\$6.00/half-day/additional child

***The regular rate will be applied to the youngest child, if more than one child is registered.***

## Defence Partners:

### Infants ages 0-18 months:

\$25.00/half-day defined as either 9am-12pm or 1-4 pm

### Children ages 18 months and over:

\$13.50/half-day defined as either 9am-12pm or 1-4 pm

\$6.00/half-day/additional child

***The regular rate will be applied to the youngest child, if more than one child is registered.***

CAF families have first priority. All other demographics will be accommodated if space permits. **Child care for non military children may be cancelled with 24 hours notice.**

**PLEASE NOTE: ELC account payments are to be made at the end of the month in which they are accumulated.**

**Example: If you use the ELC in July, the account balance for July is due by July 31.**





# Stay and Play Saturday

**Spend a Saturday morning or afternoon at the ELC!**

Once a month, the ELC opens on a Saturday morning to offer respite child care for families. Children can look forward to free play, art activities, songs and stories, and so much more!

**Hours:** 9:00am - 12:00pm

**Cost:** Free for families of deployed members. Regular ELC rates apply to all other families.

**Where:** MFRC Early Learning Centre

**Register:** Please register by calling the ELC at 306.694.2222 ext. 5318 to secure your spot

Families of deployed members receive priority booking for this program. To register as a deployed family, please contact the MFRC's Family Support Services Coordinator at 306.694.2222 ext. 2892



At the ELC, we learn through play!



# What to Expect at Drop Off

When dropping off your child at the ELC, please look for your child's name at a cubby with a basket. This is where their belongings can go. Please ask the staff if you do not see your child's name.

At the entrance, you will find a sign-in sheet where you can leave specific instructions about your child for the day (feeding, napping, contact number, etc.). All parents must sign their child in and out of the program.

Please remember to label all your child's belongings including: snack containers; bottles; soothers and clothing. If your child attends on a regular basis, we have labelled storages boxes in the washroom for parents to leave extra diapers and wipes.





**Contact us!**

**ELC Primary Caregiver: 306.694.2222 ext. 5318**

**MFRC: 306.694.2273**

**Email: [registrations@moosejawmfr.ca](mailto:registrations@moosejawmfr.ca)**

**Website: [www.cfmws.ca/moose-jaw](http://www.cfmws.ca/moose-jaw)**

