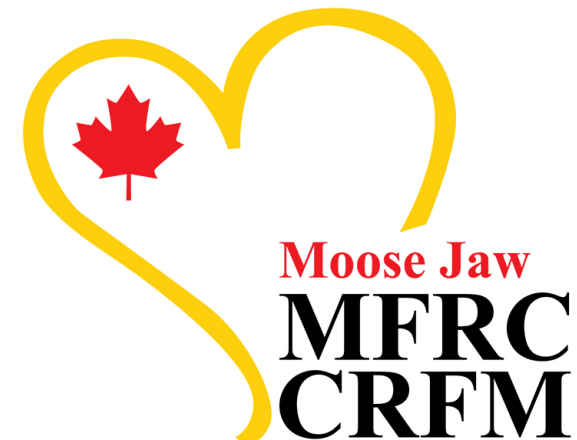


# MFRC EARLY LEARNING CENTRE



## Moose Jaw MFRC Mission Statement

The Moose Jaw Military Family Resource Centre is committed to enriching the lives of its individuals, families, and community through positive action, education, and support.



## *Moose Jaw Military Family Resource Centre*

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## ELC CHILDCARE RATES

### ELC LUNCH PROGRAM RATES

Military Members		
1 child	2 children from same family	3 children from same family
\$5.00	\$7.50	\$10.00

Non - Military Members		
1 child	2 children from same family	3 children of same family
\$5.50	\$8.25	\$11.00

## ADDITIONAL INFORMATION

When dropping off your child, you will find a name tag filed in the black recipe box on the podium. Please secure your child's name to the spot where his/her belongings are. Please ask the staff if you do not see your child's name.

On the podium, you will find information sheets where you can leave specific instructions about your child for the day (feeding, napping, contact number, etc.).

We ask that you label all your child's belongings including: lunch 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.

If you are late picking up your child on a lunch program day, you will be charged the full lunch program fee as extra staffing is arranged on short notice. If you call the staff in advance informing them you will be less than 15 minutes late, you will only pay the regular fee for the extra time spent.

Please respect our NUT FREE environment

## ELC CHILDCARE RATES

### Military Rates

Time	1 Child	2 Children from the same family	3+ children from the same family
15 minutes	\$1.00	\$1.50	\$2.00
30 m	\$2.00	\$3.00	\$4.00
45 m	\$3.00	\$4.50	\$6.00
1 Hour	\$4.00	\$6.00	\$8.00
1 h 15 m	\$5.00	\$7.50	\$10.00
1 h 30 m	\$6.00	\$9.00	\$12.00
1 h 45 m	\$7.00	\$10.50	\$14.00
2 Hours	\$8.00	\$12.00	\$16.00
2 h 15 m	\$9.00	\$13.50	\$18.00
2 h 30 m	\$10.00	\$15.00	\$20.00
2 h 45 m	\$11.00	\$16.50	\$22.00
3 Hours	\$12.00	\$18.00	\$24.00

### Non-Military Rates

Time	1 Child	2 Children from the same family	3+ children from the same family
15 minutes	\$1.13	\$1.63	\$2.13
30 m	\$2.25	\$3.25	\$4.25
45 m	\$3.38	\$4.88	\$6.38
1 Hour	\$4.50	\$6.50	\$8.50
1 h 15 m	\$5.63	\$8.13	\$10.63
1 h 30 m	\$6.75	\$9.75	\$12.75
1 h 45 m	\$7.88	\$11.38	\$14.88
2 Hours	\$9.00	\$13.00	\$17.00
2 h 15 m	\$10.13	\$14.63	\$19.13
2 h 30 m	\$11.25	\$16.25	\$21.25
2 h 45 m	\$12.38	\$17.88	\$23.38
3 Hours	\$13.50	\$19.50	\$25.50

## LETTER FROM THE COORDINATOR

Dear Parents,

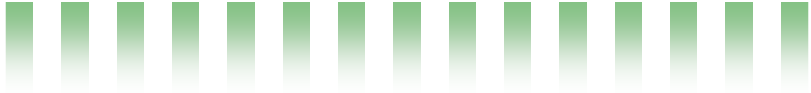
Thank you for choosing the Early Learning Centre (ELC) to meet your childcare needs. At the ELC we strive to provide high quality childcare in a safe, clean environment. Although we are not a licensed day-care, we closely follow Saskatchewan's Childcare Regulations.



The Early Learning Centre is a respite childcare service funded by the Department of National Defence (DND). It is within our mandate to offer this unique type of childcare. The program allows parents to reserve a spot for their children at random, rather than paying for a secure spot. The program only charges for every 15 minutes making the most of your dollar.

Since we are not a licensed day care, we are restricted to operating only three hours at a time. We also offer the ELC Lunch Program. This is an entirely separate program than the Early Learning Centre, and used to compliment the ELC. By offering the ELC Lunch Program, we are able to keep the ELC open from 9:00a.m. to 4:00p.m Monday, Wednesday and Friday.

Melissa Verheyen  
Child/Youth and ECS Coordinator



## OVERVIEW OF POLICIES AND 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.

Same day reservations will be accommodated as space is available. Every effort will be made to contact an extra staff when service is requested. 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 office **by noon the day prior to their reservation if they wish to cancel.** People 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.

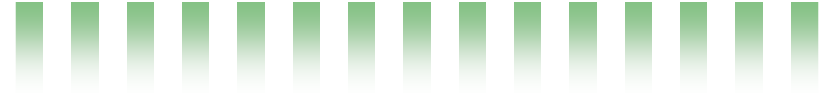
Parents who will be unavoidably late are asked to notify the Children/Youth Coordinator or ELC staff immediately. A penalty of \$5.00/family will be charged for each 15 minute period or portion thereof, after closing time if the staff have not been notified.

All parents are required to complete a registration form for each child receiving care at the Early Learning Centre. There is a \$2.00 registration fee associated with this form. 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 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 or the Children/Youth Coordinator if their child contracts a communicable disease. Parents will be notified about any communicable diseases circulating in either Early Learning Centre or Pre-school.

The Early Learning Centre practices the time out method of discipline for disruptive and inappropriate behaviour.



## WHY ROUTINE?

Children learn and transition best when they can predict what will happen next. Establishing a routine is foundational in operating a successful childcare environment. You will notice with routine that children will behave in expected and predictable ways; as well, staff will feel confident and capable under high stress conditions.

9:00	Welcome children/ Free play
10:00	Clean-up /Circle time (reading, songs, games)
10:20	Wash hands/Snack
10:30	Learning activity (craft or game)
11:00	Gross motor play (gym or outside)
11:45	Clean-up/Prepare for parent pick-up

<b>12:00</b>	<b>Parent pick-up/Lunch</b>
<b>12:30</b>	<b>Clean-up/Quiet time</b>

1:00	Welcome children/Free play
1:30	Quiet time (books, quiet play, or movie)
2:00	Clean-up/Circle time (reading, songs, games)
2:20	Wash hands/Snack
2:30	Learning activity (craft or game)
3:00	Gross motor play (gym or outside)
3:45	Clean-up/Prepare for parent pick-up
4:00	Parent pick-up

<b>Hours of Operation</b>	
9:00a.m. - 4:00p.m. Monday, Wednesday, and Friday (With Lunch Program)	
9:00a.m. - 12:00p.m. and 1:00p.m. - 4:00p.m. Tuesday and Thursday	