Cedar Brook
Early Learning Centre

A Handbook for families

A HANDBOOK FOR FAMILIES

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Cedar Brook
Early Learning Centre

(506) 447 9068 phone number

www.cedarbrooknb.com

A MESSAGE FROM OUR DIRECTOR

Let me begin by saying thank you for choosing Cedar Brook. I recognize families have a choice in determining the educational direction of their children and want to thank you for making Cedar Brook your choice. With almost 30 years of experience in operating Early Learning Centres I have encountered many approaches to Early Learning; however, Forest based learning is at the heart. There is a lot of research documenting the importance of children having access to an outdoor environment with the ability to explore nature and what it has to offer. Having open ended materials encourages the children's creativity, curiosity, and learning which leaves lasting memories and enriches their growth opportunities.

As a mother of four sons, I wanted a different educational experience for my youngest son, one that allows him repeated access to a beautiful forest setting, a small class size and one that can personalize his learning in a holistic manner. I expect nothing but the highest quality education for my son and am happy to have created an opportunity for other children and families to join.

Again, thank you for making Cedar Brook your choice, get ready for discoveries, muddy clothes, play, laughter, learning and more because at Cedar Brook…the forest awaits!

Your partner in Forest Based Education,

Kari Sprague

What is Cedar Brook's Philosophy?

Cedar Brook Early Learning Centre provides a safe, nurturing environment where children can develop emotionally, socially, physically, and cognitively through playful, hands-on experiences and meaningful interactions. The forest is an excellent place for children to develop strong situational and spatial awareness. We will spend as much of the day as possible outside, where they are provided with an optimal environment for childhood development.

"Children need nature for the healthy development of their senses, and therefore, for learning and creativity"

Richard Louv

The outdoors offers an abundance of sensory experiences, more diverse gross and fine motor challenges, varied open ended materials, and endless opportunities for imaginative play, all of which are crucial to all areas of development. We bring material for discovery from nature back to the Centre. In addition, children will develop a sense of wonder and a deeper respect for our environment. Children are inherently curious and eager to learn.

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Curriculum

At Cedar Brook we will use the New Brunswick K-3 curriculum as a guide to direct the learning opportunities for our students in the areas of Language Arts and Mathematics. This is to ensure the students will be able to transition to a public-school system at the end of grade 3. Language Arts and Mathematics will be presented in center-based classrooms as well as the forest.

We will also be following curriculum documents and guidelines developed by Forest and Natures Schools of Canada, an institute of Child and Nature Alliance of Canada.

> "Natural Settings are essential for healthy child development because they stimulate all the senses and integrate informal play with formal learning"
>
> Richard Louv

CLASS SIZE

Cedar Brook will value and recognize the importance of relationships and connections between the children and teacher, therefore we maintain a student teacher ratio of no more than 12/1. This allows for the teacher to personalize the learning opportunities for each child's strengths. Depending on the learning happening in the classroom, there may be additional staff members who will join the class for added support. While in the forest we will have two or more staff members with the children.

Inclusion Policy

At Cedar Brook we will make every attempt possible to include all children. We believe that all children have the right, with appropriate assistance, to attend a centre of their choice and receive quality care, education and social interaction with their peers. Our staff are dedicated to work with families and outside assistance (AIS, FACE, etc.) to ensure all children receive the best education we can provide.

We will accept all children into our program if space allows it at the time of enrollment if proper supports are in place. All children will have the same range or program options for enrolment regardless of their needs. We will then observe and develop a plan to help with their development.

Our main goal is to provide quality programming and education for all children enrolled in our facility. There are times unfortunately where the additional support needed is unavailable and we are unable to support the learning of a child and in proportions making sure each classroom in the facility can develop, play and learn as a team.

Prior to considering dismissal when faced with additional challenges we will follow steps:

1. Observe and document challenges with child and identify potential goals
2. Meet with the parents and educator to discuss and collaborate goals, set a defined list and create a plan
3. Reaching out to external community supports
4. Revisiting the plan, and if needs still cannot be met we will continue to evaluate all options.

TEACHER AND QUALIFICATIONS

Cedar Brook is committed to ensuring children have access to the best educators, we employ certified teachers who have completed a recognized education degree. We also employ other educators who have degrees or diplomas in Forestry, Environment and other outdoor related skills to enhance the Forest School program. We know a teacher has a tremendous impact on the learning of children, therefore, we hire teachers who have qualifications such as:

- ✔ Bachelor of Education degree
- ✔ Experience with programming in an outdoor setting
- ✔ Experience or familiarity in a variety of outdoor skills
- ✔ Knowledge of Outdoor/Forest school philosophy and its importance for child development
- ✔ Experience with child centered, inquiry-based learning
- ✔ Understanding physical and mental wellness and how it relates to development
- ✔ Experience with center-based literacy and numeracy instruction
- ✔ Experience and knowledge of assessment practices in literacy and numeracy

TIME OUTSIDE

Children at Cedar Brook will have regular and repeated access to natural spaces, such as forests, the MacIntosh Brook, and our gardens. The amount of time will vary depending on the season as well as the weather. Our educators perform risk assessments daily, and one of the aspects we take into consideration is the weather conditions. At Cedar Brook, our students come dressed for all types of weather, sun, rain, and snow! Part of the authentic learning in the forest takes place in all types of weather.

Potential Benefits of Participating in Forest and Nature Schools:

- Improved confidence, social skills, communication, motivation, and concentration (O'Brien & Murray, 2007);
- Improved physical stamina, fine and gross motor skills (O'Brien & Murray, 2007);
- Improved creativity and resilience;
- Improved academic achievement and self-regulation;
- Reduced stress and increased patience, self-discipline, capacity for attention, and recovery from mental fatigue; (Russell et al., 2013, p. 482);
- Improved higher level cognitive skills (Atchlet, Strayer & Atchley, 2012);

Learning outside

Children will be engaged in child centered, inquiry-based learning while outside. Our educators take on many roles in the forest, facilitator, researcher, friend, guide to allow children to seek out the wonders and awe that exist in the forest daily. There will be times when we will follow the children's lead and assist in the discovery of a nearby creek, a birds nest, plants and there will be other times that we will facilitate learning in specific areas of the forest that are connected to larger learning themes.

Children will develop a multitude of skills such as fine and gross motor, self-regulation, independence, social skills and cooperation. These skills form the foundation on which strong academics are developed.

I will understand problem solving, self-exploration, decision making, number relationships, structures, complex vocabulary, cause and effect, creativity and my natural world when I am big, because I play outside while I am little.

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A Typical Day

7:30 - 8:30	Arrival of children - before school care
8:30	School day begins in the classroom
8:30-9:00	Learning centers, Games i.e UNO etc. Review of Concepts: LA/Math based -printing, reading, counting, math facts, intervention,
9:00-9:15	Snack
9:15-9:40	Morning Meeting, leading and asking questions, Calendar, weather review, skip counting, teacher read aloud
9:45-10:00	Silent and sustained reading, guided reading with support from teachers
10:00-10:50	Literacy Centres: phonics, phonological awareness, concepts of printing, reading, printing, new concepts for language
10:50-11:00	Body Break: yoga, pilates, calisthenics
11:00-11:50	Math Centres: number recognition,math concepts,direct curriculum teaching, new concepts, supporting and developing strategies
11:50-12:20	Lunch Time
12:20- 12:30	Silent and guided reading
12:35-3:30	Forest play, Forest themes, curious and explorative learning
3:30-5:00	After School - ***forest play/indoor play

**Schedules change throughout the year due to needs, drop off times and other factors.

*** Forest time can be dependent on weather/season, pick up times and other factors.

Clothing in the forest

WINTER:

- Two winter hats [must cover ears and stay on the head]
- Balaclava or neck warmer [no scarves please due to risk of strangulation]
- Two pairs of warm, waterproof mitts
- One warm, waterproof snowsuit
- One set of warm, waterproof boots
- Wool socks
- Three base layers: thermal shirt and pants, middle layer, wool/fleece sweater (cotton is not recommended for cold weather conditions)

SPRING:

- Rain gear [waterproof boots, pants, jacket], with extra insulation on colder days
- Wool socks on colder days [they insulate even when wet]
- Sneakers for running shoes [please no open toe shoes even in summer]
- Sun Hat [for warmer months]
- Warmer sweater or jacket for colder days
- Bug Jacket (optional)

SUMMER:

- Rain gear [waterproof boots, pants, jacket]
- Sneakers for running [please no open toe shoes even in summer]

- Sun Hat
- Lightweight clothing [silk/cotton ideal, synthetic fibres do not breathe well]
- Bug Jacket (optional)

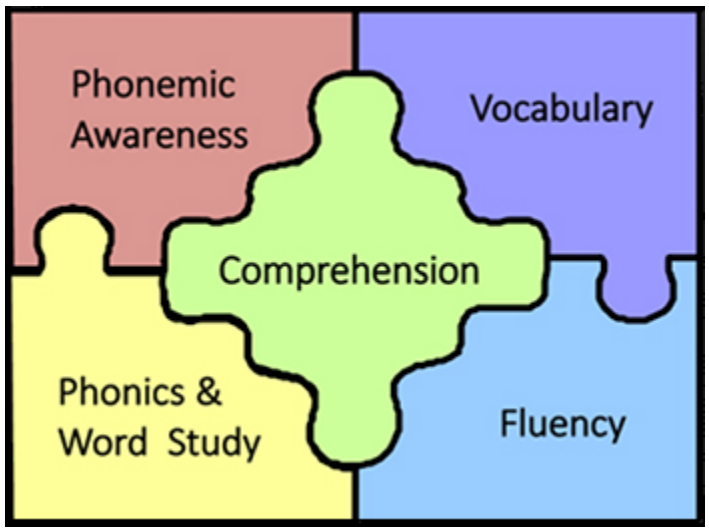
FALL:

- Rain gear [waterproof boots, pants, jacket]
- Sneakers for running [please no open toe shoes even in summer]

- Sun Hat [for warmer months]
- Warm Jacket [fleece or other breathable fabric ideal]
- Bug Jacket (optional)

FOCUS ON LITERACY AND NUMERACY

At Cedar Brook we use the New Brunswick Curriculum as a guide for Language Arts and Mathematics instruction. We recognize the importance of providing research-based literacy and numeracy instruction to ensure our students will be successful. There will be a constant emphasis on both literacy and numeracy while in the classroom as well as in the forest. There is a great importance to support learners in the five major elements of reading as well as provide numeracy instruction that follows a concrete-pictorial-abstract model. Our teacher will provide guided instruction in literacy and numeracy daily to ensure that each child develops their skill set to their highest potential.



FOCUS IN THE CLASSROOM

While in the classroom, children are engaged in a learning center approach. Learning centers will change over time depending on student interest or the types of discoveries being made outside in the forest. The learning centers will offer students the opportunity to create, build, or imagine while the teacher oversees skill development. There will be permanent learning centers in the areas of literacy and numeracy, as children will be immersed with materials to develop concepts of print, reading skills, printing and numbers.

PUBLIC SYSTEM AT THE END OF GRADE 3

At Cedar Brook we recognize that families have a choice in their child's education and are honoured with the families who choose us. We believe that each child who attends Cedar Brook Learning Center will be prepared for the public system. Our students will have the necessary literacy and numeracy foundational skills in order to excel in the public system.

Further, our students will have superior skills in

- ✔ self-regulation
- ✔ co-operation
- ✔ motor planning
- ✔ Asking better questions
- ✔ Inquiry

FOREST BASE EDUCATION PRODUCES STUDENT GAINS IN SOCIAL STUDIES, SCIENCE, LANGAUGE ARTS AND MATH; IMPORIVES STANDARDIZED TEST SCORES AND GRADE-POINT AVERAGS; DEVELOPS SKILLS IN PROBLEMS SOLVING, CRITICAL THING AND DECISION MAKING.

RICHAR LOUV

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My child's progress

Communication is vital to the relationship between the Learning Center and the home. Families will be kept up to date on a frequent basis and families are encouraged to speak directly with the teacher or other staff.

At Cedar Brook we have:

- ✔ Regular family meetings
- ✔ Formal report cards 3 times a year
- ✔ Ongoing progress updates
- ✔ Use of SeeSaw App for communication

Tuition Fees

Please call to discuss tuition fees

Tuition is inclusive of all other expenses, fees and supplies.

By enrolling at Cedar Brook, it is recognized the family is agreeing to a 10 month school year with 10 months of payments, if a family decides to leave the center for whatever reason, the family will be responsible for providing 1 month notice and applicable payment.

Payments:

• Payments are monthly.

• Payments are e-transfer. E-transfer Option- Send to CedarBrookNB@gmail.com Password- Forest

(we are exploring the option of auto debit for the fall of 2023)

• Late payment - There will be a twenty-dollar late fee for everyday that payment is overdue.

• When enrolling, you are reserving a space that cannot be used by anyone else. Since our cost remains constant throughout the year, payment for the space reserved must be made without exception. Your monthly rate will remain the same throughout the year, even if your child is not present due to sickness, holidays, snow days, power outages etc.

MISCELLANEOUS

1. Hours of Operation

The center is open from 7:30 AM-5:00 PM. Monday to Friday.

We are closed for all Statutory Holidays as well Easter Monday. Christmas break is from Christmas Eve day until the day after New Years day holiday.

2. School Start and End Times

The school day begins at 8:30 am. To ensure your child and the other children receive exceptional quality, we ask families to have your child ready and on time for school on a regular basis. If your child is going to be late or needs to leave early, please contact Cedar Brook as soon as possible.

3. Late Pick-Up Charges

If for some emergency reason you are unable to pick-up on time, please call the center to let us know so that arrangements can be made until you are able to do so. If you are late picking up your child without reason, or on a regular basis, there will be a charge of $20 if arriving on site after 5pm. It will be $1 per minute after the first 10 minutes. Staff need to be compensated for their personal time and none should have to miss things they have planned.

Fire Drills and Procedures

Fire drills are carried out and recorded on a monthly basis. If the circumstance ever arises that we need to evacuate the daycare,

children will be transported by Trius bus to **10 Eagle Court Island View**. At that time, parents will be notified immediately.

4. **Confidentiality Policy**

Information regarding any child and /or his/her family shall not be released, either orally or in writing, to anyone other than the legal guardians of the child or those authorized by law to receive such information. In the case of emergency or injury to the child, information may be released to the police authorities or medical staff attending to the child. Access to a child's record is given only to the legal guardians of the child and to the regular staff of the program and to the Dept. of Education and Early Childhood Development.

Confidentiality of families is always to be respected.

5. Video Surveillance

There is a video surveillance system set up in all classrooms at the centre as well outside of the building. This gives the Administrator the ability to observe all activities throughout the day.

6. Illness & Emergency Care Policies

As mandated by the Dept. of Education and Early Learning all children who attend the center must be well enough to participate in all aspects of the program. For the safety of other children, your child may NOT attend if they are showing symptoms of the following:

• Elevated temperature (over 38.5 degrees Celsius)

• Vomiting

• Skin rash

• Communicable diseases

If any child shows any of these symptoms, we will notify the parents that their child will be required to be picked up within that hour.

We require all parents to sign a permission form for emergency medical care. In case of an emergency you will be contacted to meet staff at the nearest hospital. Please notify the Center if your child contracts a communicable disease in order that we may notify other parents and the Department of Health. Re-admittance will be in accordance with health

Regulations. All parents will be notified within 12 hours if a communicable disease is detected. The guidelines of Management of Illness must be followed based on Dept. of Education and Early Childhood Dev. Health Standards.

We also will need a phone call if your child will be absent due to illness.

We also require a current copy of children's inoculations.

7. Medication

It is the law of our Government that all medication must be labelled with the child's name and dosage for the children to be in the original prescription bottle or package for us to administer it to the child. It is policy that you give written instructions and must sign a form daily.

8. Departure

Your child will not be released to anyone other than the parents or those authorized by the parents. It is the parent's responsibility to

notify the centre in advance of any special arrangements for release. We reserve the right to verify the information. If there is an emergency that prevents you from picking up your child on time, please let us know as soon as possible so that alternate arrangements may be made.

9. Snacks and Lunches

Parents are required to provide healthy lunches and two healthy snacks per day. Please include an ice pack in your child's lunch.

Behavior Management

To encourage positive behaviors our philosophy is to begin with well defined limitations and basic rules for the children. We rely on positive reinforcement, redirection and good role modeling to achieve this.

Should an "incident" between two children occur, they are encouraged to discuss their problem with the caregivers and / or children that are involved in the "incident".

The staff will NOT use any form of physical punishment, verbal or emotional abuse or denial of physical necessities.

10. Child Abuse Policy

The Administrator and/or Director and staff are responsible to advise the local office of the Dept. of Education and Early Learning of any suspected case of abuse or neglect. Any staff member suspecting child abuse shall report the incident at once. A written record containing date of referral and related date(s) of incidents and circumstances contributing to the case will be maintained.

15. Entering and Leaving Cedar Brook Early Learning Centre

We understand that starting a new centre is a big adjustment not only for the child but for everyone involved. It has been our experience that children tend to bond much quicker in the absence of the parents. This may take time, or it may happen immediately depending on the child.

16. Transportation

Transportation to and from school is the responsibility of the parents/guardians

17. Discharge Policy

The centre has the right to discontinue services at any time. Prior to taking this drastic approach, a meeting will be held with the parent/ caregiver.

Cedar Brook
Early Learning Centre

Registration Date_____ **Start Date**_____

Child's Name First		Last		Male Female	
Date of Birth	Medicare #		Expiry Date		
Address Street	Apt #	City/Town		Prov	Postal Code
Parent/Guardian Name		Email Address		Home Telephone Number	
Address Street (if different from child's)	Apt #	City/Town		Prov	Postal Code
Place of Work		Work Telephone Number		Cell Telephone Number	
Parent/Guardian Name		Email Address		Home Telephone Number	
Address Street (if different from child's)	Apt #	City/Town		Prov	Postal Code
Place of Work		Work Telephone Number		Cell Telephone Number	
Child's Living Arrangement					

Other than you, who has permission to pick up your child?

Name	Relationship	Address	Daytime Telephone Number

If changing pick up arrangements parents must inform the facility prior to the child being picked up.

Is there anyone who does not have permission to pick up your child?
Name
Name
Name

Appropriate paperwork such as custody papers must be attached if a parent is not permitted to have contact with the child. Please discuss with the operator/administrator.

Two emergency contacts (other than parents/guardians) Must be able to respond within one hour if parent(s)/guardian(s) cannot be reached			
Name	Relationship	Address	Daytime Telephone Number

Child's health record

ALLERGY ALERT: **Please list any serious allergies**

_____ _____ _____

_____ _____ _____

Are any of the above allergies severe enough to require Epipen, medications, or emergency treatment?
Yes **No**

If yes, please complete an Allergy Management and Emergency Plan available from the operator.

Please list any food, medication or contact allergies (non-life threatening)

Does your child require any essential routine services on a regular basis as part of a daily routine such as, catheterization, special hygiene procedures, on-going administration of medication, or ongoing observation of certain health conditions, such as diabetes, to determine when intervention is needed? **Yes** **No**

If yes, please complete an Essential Routine Services and Emergency Plan available from the operator.

Name of Medical Practitioner_____

Telephone Number _____

Address _____

Medical History: Please indicate if your child has **had** any of the following:

	Yes	No		Yes	No
Measles			Rubella		
Mumps			Chicken Pox		
Meningitis			Pertussis (Whooping Cough)		

Health Status: Indicate if your child **has** any of the following:

	Yes	No		Yes	No
Asthma			Diabetes		
Eczema/Psoriasis			Epilepsy/Seizures		
Other:			Other:		

Ongoing Medical Treatment: Please indicate any ongoing medical treatment your child may need (you will be required to complete an Administration of Medication form)

Name of medication	Dosage
Condition being treated	
Name of medication	Dosage
Condition being treated	

Immunizations: In accordance with subsection 12(2) of the *Reporting and Diseases Regulation - Public Health Act,* proof of immunization must be provided for each child attending an early learning and childcare facility for the following:

diptheria	rubella	mumps
tetanus	varicella	measles
polio	meningococcal disease	Haemophilus influenza type B
pertussis	pneumococcal disease	

Where proof is not provided you must have the following waivers:

- a medical exemption, on a form provided by the Minister of Health, that is signed by a medical practitioner or nurse practitioner, or
- a written statement, on a form provided by the Minister of Health, signed by the parent or legal guardian of his or her objections to the immunizations required by the Minister.

Note: Public Health will periodically review child files to ensure immunizations are complete or waivers are present.

Are there any activities in which your child cannot medically participate?

Please list any dietary restrictions (including those for medical, cultural, religious reasons):

Please advise the operator/administrator immediately of any changes to your child's health.

Preschool/childcare history

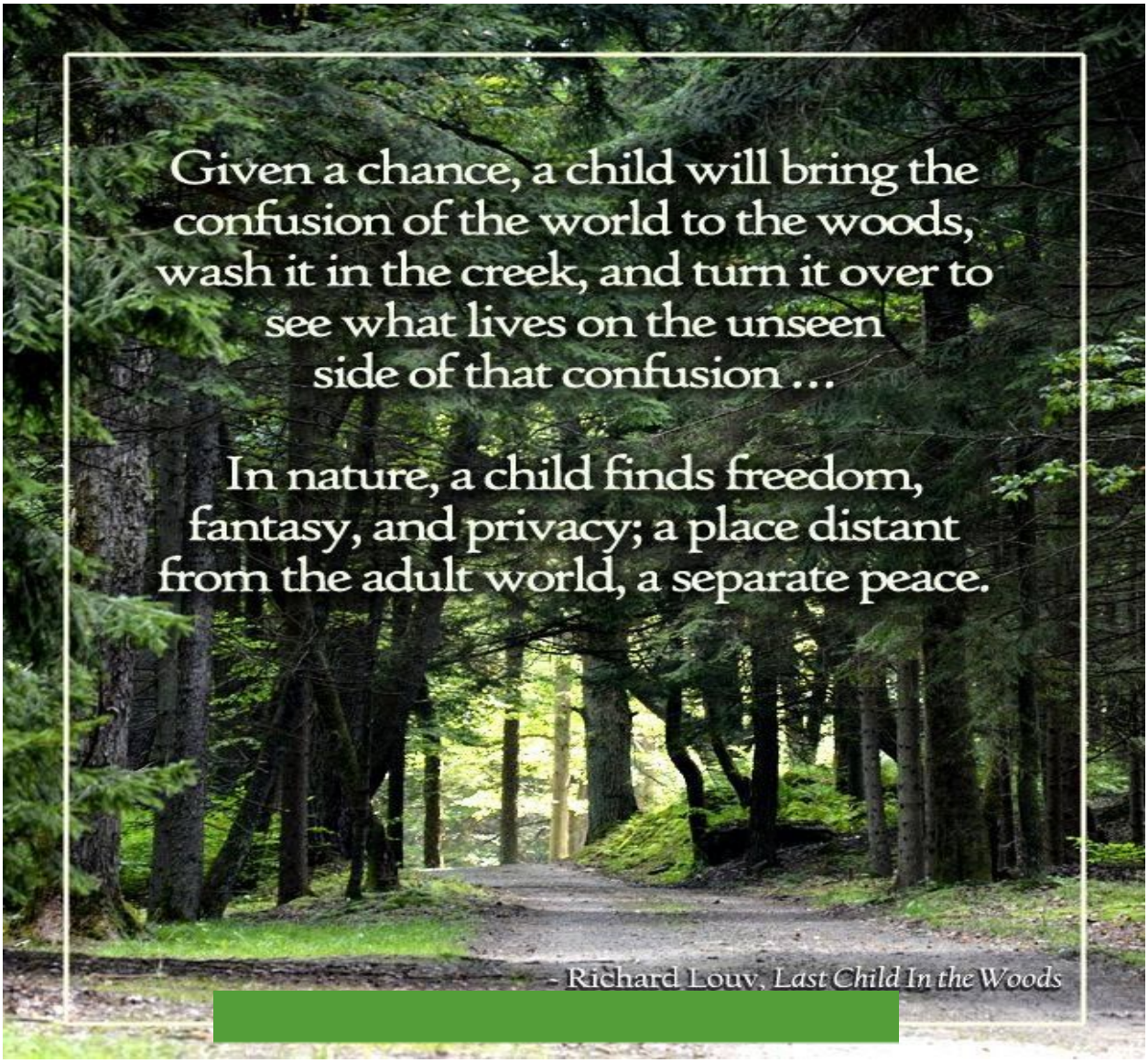
Has your child attended preschool/childcare before? Yes No
If yes, for how long? 6 months 1 year 2 years more than 2 years
If yes, please describe your child's experience:

Child development

Self Help: Does your child need help with the following? If yes, in what way?	
Dressing/Undressing:	
Eating:	
Toileting:	
Handwashing/Toothbrushing:	
Other: (ie: gross and/or fine motor skills	
Are there any hints/suggestions that will make your child's transition to the facility a positive one?	
Tell us a few things about your child	
What does your child like to do? (i.e.: look at books, listen to music, play with other children, play outdoors/indoors, toys, climb/run/jump, paint, computer, imaginative play/dress-up)	
Is there anything else you would like to share with us about your child?	
Parent/Guardian Signature	Date
Parent/Guardian Signature	Date

Yes No	As a part of the day, walking trips may be taken off the premises, within the neighbourhood. Consent will provide more flexibility and allow for more spontaneity in the planning. Consent forms for any motor transportation trips will be separate and for each outing. I give permission for my child to be able to participate in the walking trips off the premises.
Consent for videographing and photographs	
Yes No	I give consent for my child to be videographed or photographed participating in the facility for the following reasons: Yes No Social Media such as Facebook Yes No Facility's website Yes No Publication Yes No Illustrate child's learning within the facility
Consent for child to walk/bicycle to and from school unattended (school-age children only)	
Yes I give No If my other N/A absent.	consent for my school-aged child to travel to and from school unsupervised. child does not arrive at the facility within the pre-determined time period, the missing child or procedures will be initiated to find him/her. I will advise the facility when my child is
Consent for transportation to and from school (school-age children only)	
Yes No N/A	I authorize the operator to transport my child to and from school by the authorized facility vehicle or by walking. Where applicable, appropriate seat restraints are used.
Consent for bathing	
Yes No N/A	I give permission to bathe my child if this becomes necessary due to the child becoming dirty while at the facility; either through play (paint, mud, sand, etc.) or because of a toilet accident. Also applies to overnight care where bathing is part of the night time routine. To ensure the health and safety of children who may require bathing, children must be: • bathed individually and supervised according to developmental needs; • never left unattended; and • bathed as quickly as possible and dressed appropriately. Staff will supervise or bathe the child upon instructions of the parent according to their age, adhering to safety standards. Bathtubs will be equipped with a nonskid mat or surface.
Yes No	I have read, understand and been provided a copy of the facility's parent/guardian handbook.

Parent/Guardian Signature	**Date**
Parent/Guardian Signature	**Date**



THE FOREST AWAITS…CALL OR EMAIL TODAY TO REGISTER YOUR SPACE.

CEDARBROOKNB@GMAIL.COM

PHONE NUMBER (506) 447-9068

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