



# **Parent Handbook**

## Welcome to MIM Early Learning

Welcome to MIM Early Learning. We are delighted to have your family as part of our community. At MIM, we believe the early years are a very special time in a child's life—when curiosity grows, confidence begins, and meaningful connections are formed. Our program is guided by the values of **Milestone, Independence, and Mastery**, supporting children as they explore, learn through play, and develop important social and emotional skills in a safe, nurturing, and engaging environment.

## Our Philosophy

At MIM Early Learning, we believe that every child has a natural desire to grow, explore, and reach their potential. When children feel safe—both physically and emotionally—they develop the confidence to discover the world around them. We are committed to creating a nurturing and secure environment where each child is respected as an individual with unique needs, interests, and abilities. By thoughtfully observing and responding to each child, we provide experiences and support that align with their developmental journey. Through this supportive and responsive approach, children are guided to build confidence, develop independence, and experience the joy of mastering new skills.

Our philosophy is grounded in the values of **Milestone, Independence, and Mastery**, supporting children as they progress through meaningful stages of growth in a caring and enriching environment.

## Program Information

### Age Group

MIM Early Learning provides care for children between the ages of 10 months to 36 months. Our program is designed to support infants and toddlers during this important stage of early development, focusing on building secure relationships, encouraging exploration, and supporting each child's individual growth.

### Program Hours

Our centre is open Monday to Friday from 7:30 AM to 5:30 PM. These hours are designed to support families while providing children with a consistent and structured daily experience.

### Daily Routine

Our daily routine is thoughtfully designed to provide children with a balance of play, exploration, rest, and nurturing care. Predictable routines help young children feel secure and confident as they move through their day.

Throughout the day, children participate in a variety of experiences including free play, guided activities, outdoor exploration, snack and meal times, rest periods, and opportunities for social interaction. Educators observe and respond to each child's individual needs, allowing flexibility within the routine to support infants and toddlers at different developmental stages.

## Curriculum & Learning Approach

At MIM Early Learning, our program is based on a play-based and child-centered approach to early learning. We believe that young children learn best through exploration, curiosity, and meaningful interactions with their environment and the people around them.

Our educators carefully observe each child's interests, abilities, and developmental stage to create experiences that support learning in a natural and engaging way. Through play and daily experiences, children develop important skills such as communication, social interaction, creativity, and problem-solving.

Our program supports the whole child, including social, emotional, physical, and cognitive development. Children are encouraged to explore materials, build relationships, develop independence, and gain confidence as they discover new abilities and reach important milestones.

Our philosophy is guided by the values of **Milestone, Independence, and Mastery**, helping children grow in a nurturing environment where they feel safe, respected, and inspired to learn.

## Optional Enrichment Programs

MIM Early Learning may offer optional enrichment activities such as art, music, pottery, Zumba, and other creative experiences to further support children's creativity, movement, and self-expression.

Participation in these activities will be optional and based on parent interest. If offered, these programs will take place during the child's regular attendance hours at the centre and will require separate registration and fees.

Please note that enrichment programs are subject to availability and approval, and may be introduced when appropriate instructors and scheduling arrangements have been confirmed.

## Enrollment & Registration

Enrollment at MIM Early Learning is offered to families who have completed the registration process and submitted all required documentation. Our goal is to ensure a smooth and supportive transition for both children and families as they join our community.

## **Registration Process**

To secure a space in the program, families are required to complete the registration forms and provide all necessary documents before the child's start date. Once a space becomes available, families will be contacted to confirm enrollment and finalize the registration process.

## **Required Documentation**

Before a child begins attending the centre, the following information must be provided:

- Completed registration forms
- Emergency contact information
- Authorized pick-up persons
- Medical information and allergies
- Immunization records (if applicable)

## **Waitlist**

If the program is full, families may request to be placed on a waitlist. Spaces are offered as they become available. Placement on the waitlist does not guarantee enrollment.

## **Transition to the Program**

We understand that starting childcare is an important transition for both children and families. To support a positive and comfortable adjustment, MIM Early Learning offers a gradual entry process when needed. Depending on each child's individual needs, the transition may begin with shorter visits and gradually increase as the child becomes more comfortable in the new environment.

Our goal is to help each child build trust, feel secure, and enter the program with confidence and a sense of belonging.

## **Fees & Payment Policies**

MIM Early Learning participates in the **Child Care Fee Reduction Initiative (CCFRI)** program offered by the Government of British Columbia. Through this program, eligible families receive a reduction in childcare fees. The approved reduction amount is applied directly to the program's monthly tuition.

Families are responsible for paying the remaining balance of the childcare fees after the CCFRI reduction has been applied.

### **Monthly Tuition**

Childcare fees are charged on a monthly basis. Payment is required at the beginning of each month to secure the child's space in the program.

Payments must be made through the payment methods accepted by the centre. Detailed payment instructions will be provided to families upon enrollment.

### **Registration Fee & Deposit**

A non-refundable registration fee may be required at the time of enrollment to secure a child's space in the program. In some cases, a deposit equal to one month's tuition may also be required and will be applied to the child's final month of care with proper notice.

### **Subsidy Programs**

Families who qualify for additional government childcare subsidy programs are responsible for ensuring that all required documentation is submitted to the appropriate agencies. Any portion of the childcare fees not covered by subsidies remains the responsibility of the parent or guardian.

### **Late Payments**

Timely payment of childcare fees is essential for the operation of the centre. If payments are not received on time, families may be contacted to make arrangements. Continued late payments may affect a child's enrollment in the program.

### **Withdrawal Notice**

Families are required to provide written notice of at least one month if they wish to withdraw their child from the program. If sufficient notice is not provided, the deposit or equivalent tuition may be forfeited.

## **Arrival and Departure Procedures**

To ensure the safety and well-being of all children, families are asked to follow the centre's arrival and departure procedures.

### **Drop-Off**

Parents or guardians must accompany their child into the centre and ensure that the child is safely handed over to an educator before leaving. This helps support a smooth and secure transition for the child at the beginning of the day.

### **Sign In and Sign Out**

For the safety and accurate record keeping of all children, parents or guardians are required to sign their child in at drop-off and sign their child out at pick-up each day. This ensures that educators have an accurate record of attendance and know which children are present in the program at all times.

### **Pick-Up**

Children must be picked up by a parent, guardian, or an authorized person listed on the child's registration form. For safety reasons, children will only be released to individuals who have been previously authorized by the parent or guardian.

### **Authorized Pick-Up Persons**

If someone other than the parent or guardian will be picking up the child, their name must be included on the authorized pick-up list. Educators may request identification to confirm the person's identity before releasing the child.

### **Late Pick-Up**

Children must be picked up before the centre's closing time. If a child is picked up after closing hours, a late pick-up fee may apply.

## Health, Illness, and Medication Policy

The health and safety of all children and staff is a top priority at MIM Early Learning. To maintain a healthy environment, families are asked to follow the centre's illness and health policies.

### Illness

Children who are ill will not be admitted to the centre. If a child shows signs of illness such as fever, vomiting, diarrhea, persistent cough, unusual fatigue, or any contagious condition, they must remain at home until they have fully recovered.

If a child becomes ill while attending the program, parents or guardians will be contacted and asked to pick up their child as soon as possible.

### Fever

Children who have a fever must remain at home for at least 48 hours after the fever has ended, without the use of fever-reducing medication.

### Vomiting or Diarrhea

Children who experience vomiting or diarrhea must remain at home and may return to the program only after they have been symptom-free for at least 24 hours.

### Medication

MIM Early Learning is not able to administer medications related to temporary illnesses, such as antibiotics or medications given during a period of sickness. Families are encouraged to keep their child at home until the child has fully recovered and is able to comfortably participate in daily activities.

### Allergies

Families must inform the centre of any known allergies or medical conditions their child may have. This information will be recorded in the child's file to help educators maintain a safe environment for all children.

Our goal is to protect the well-being of every child and ensure a safe, healthy, and supportive environment within the centre.

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Children who experience **vomiting or diarrhea** must remain at home and may return to the program only after they have been symptom-free for at least **24 hours**.

### Medication

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## **Nutrition and Food Policy**

At MIM Early Learning, we believe that healthy nutrition plays an important role in children's growth, development, and overall well-being. We encourage families to provide fresh, healthy, and balanced food for their children each day.

Families are encouraged to include fresh fruits, vegetables, and healthy snacks in their child's lunch and snack containers.

### **Lunch Program**

For families who are interested, the centre may offer a home-cooked lunch program for children. Meals will be prepared and served at the centre, and participation in this program will be optional and subject to an additional fee.

If offered, the monthly meal plan will be shared with families at the beginning of each month.

### **Nut-Free Policy**

For the safety of all children, MIM Early Learning is a nut-free environment. Foods containing nuts or nut products are not permitted at the centre.

### **Food Preparation**

Please note that the centre is not able to heat or warm children's food. Families who wish to provide warm meals are encouraged to send food in insulated food containers that help maintain the appropriate temperature.

### **Utensils**

If a child requires spoons, forks, or other utensils, families are encouraged to send them from home. These items will be returned at the end of the day.

To avoid confusion, it is recommended that all utensils and food containers be clearly labeled with the child's name.

## **What to Bring to the Centre**

To help ensure children are comfortable and prepared throughout the day, families are asked to provide the following items for their child.

### **Extra Clothing**

Please provide at least two full sets of extra clothing appropriate for the current season. Children may need to change clothes due to play, spills, or outdoor activities.

### **Outdoor Clothing**

Outdoor play is an important part of our daily routine. We go outside in most weather conditions, so children should come prepared with appropriate outdoor clothing for the season. This may include items such as jackets, rain gear, hats, or other weather-appropriate clothing.

### **Diapers and Creams**

Families are asked to provide an adequate supply of diapers and any necessary creams or ointments for their child. Please ensure these items are clearly labeled with your child's name.

### **Bedding**

Each child should have a fitted sheet for their mattress and a small blanket for rest time. These items will remain at the centre during the week and will be sent home at the end of each week for washing. Families are asked to return the clean bedding at the beginning of the following week.

To prevent items from being misplaced, we recommend that all bedding be clearly labeled with the child's name.

**Comfort Kit**

Families are welcome to provide a comfort kit that stays at the centre to help children feel secure and supported. This may include items such as a favorite book, small toy, stuffed animal, or other comfort object that helps the child relax and self-soothe during the day.

**Bottles (if applicable)**

For children who drink milk or formula, please provide clean bottles according to your child's daily needs. Bottles should be placed in the child's bag each day.

**Labeling**

To prevent items from being misplaced, we strongly recommend that all personal belongings be clearly labeled with the child's name.

## Communication with Families

At MIM Early Learning, we believe that strong communication between families and educators is essential for supporting children's well-being and development. We value open, respectful, and ongoing communication with parents and guardians.

### Daily Communication

Educators will provide regular updates about your child's day, including information about activities, meals, rest, and general well-being. These updates help families stay connected with their child's daily experiences at the centre.

### Parent Communication

Families are always welcome to speak with educators regarding their child's development, routines, or any concerns they may have. We encourage open dialogue to ensure that we are working together to support each child's needs.

### Meetings with Educators

If families would like to discuss their child's progress or development in more detail, meetings with educators can be arranged upon request.

### Important Updates

Important announcements, program updates, and centre information will be shared with families through the centre's communication channels.

Our goal is to build a **strong partnership with families**, creating a supportive and collaborative environment where children can thrive.

## Guidance and Behaviour Policy

At MIM Early Learning, we believe that young children learn social and emotional skills through **guidance, patience, and positive relationships**. Our approach focuses on helping children understand their feelings, develop self-regulation, and build respectful relationships with others.

Educators support children by creating a **safe, calm, and predictable environment** where expectations are clear and developmentally appropriate. Through gentle guidance, modeling positive behaviour, and encouraging communication, children learn how to express their emotions and interact with others in positive ways.

Our educators use **positive guidance strategies**, such as redirecting attention, offering choices, and helping children find solutions during challenging situations. This approach helps children build confidence, independence, and important social skills.

MIM Early Learning **does not use any form of punishment, humiliation, or physical discipline**. Our goal is to support children in learning appropriate behaviour in a respectful and nurturing environment.

By working together with families, we aim to support each child's social and emotional development while maintaining a caring and supportive community.

## **Outdoor Play and Weather Policy**

Outdoor play is an important part of children's health and development. At MIM Early Learning, children are provided with opportunities for daily outdoor play whenever possible.

Children will go outside in most weather conditions, so families are asked to provide appropriate clothing for the season. Outdoor activities may be limited during extreme weather or unsafe conditions to ensure the safety of all children.

## **Centre Closures and Holidays**

MIM Early Learning operates Monday to Friday during regular program hours. The centre will be closed on statutory holidays observed in British Columbia.

The centre may also close due to professional development days, severe weather, emergencies, or other circumstances affecting safe operation. Families will be notified as early as possible in case of any closures.

## **Emergency Procedures**

The safety of children and staff is a top priority at MIM Early Learning. The centre follows emergency procedures in accordance with British Columbia Child Care Licensing requirements.

Staff are trained to respond to emergency situations such as fire, earthquake, evacuation, or other unexpected events. Emergency plans are posted in the centre and practiced regularly through safety drills.

In the event of an emergency that requires evacuation or temporary closure of the centre, families will be notified as soon as possible using the contact information provided in the child's registration file.

Parents and guardians are asked to ensure that their emergency contact information is always up to date so that the centre can reach them quickly if necessary.

## **Parent Handbook Agreement**

This Parent Handbook has been created to provide families with important information about the policies and procedures of MIM Early Learning.

As part of the registration process, families will receive a Parent Handbook Acknowledgement Form along with the enrollment forms. Parents or guardians are required to read the handbook and sign the acknowledgement form to confirm that they have received and understood the centre's policies.

By signing this form, parents or guardians agree to follow the policies and procedures outlined in this handbook while their child is enrolled in the program.

MIM Early Learning may update policies when necessary to remain consistent with British Columbia Child Care Licensing regulations. Families will be informed of any important updates.

We value our partnership with families and look forward to working together to support each child's growth and development.