

# Flex Program Overview



# Welcome to Flex

The Flex Program is a multi-age setting, with children ranging in age between 2-12 years old. Our play experiences are based on the children's particular needs, interests, or development levels. We often design our program with specific skills or tasks in mind, helping the children to have the opportunity to learn at their own pace. In our profession this is called, "Emergent Curriculum".

Acknowledging the developmental needs of the children, some of the general goals and objectives we have are:

- Encouraging independence in the children to make choices for themselves, when choices are available, in a safe environment.
- Enhancing children's development in the three main areas-cognitive growth, social/emotional growth, and physical growth.
- Providing developmentally stimulating play experiences.
- Allowing children to explore a wide array of natural and interesting materials to provoke curiosity so they may have a better understanding of the world around them.

## Virtues

Discovery staff have been trained in the Virtues Project. We incorporate these virtues in our language with children. Staff can provide more information on the Virtues Project if you are interested. Here is a list of the 52 virtues:

assertiveness	diligence	integrity	reliability
caring	enthusiasm	joyfulness	respect
cleanliness	excellence	justice	responsibility
commitment	flexibility	kindness	self-discipline
compassion	forgiveness	love	service
confidence	friendliness	loyalty	tact
consideration	generosity	moderation	thankfulness
cooperation	gentleness	modesty	tolerance
courage	helpfulness	orderliness	trust
courtesy	honesty	patience	trustworthiness
creativity	honour	peacefulness	truthfulness
detachment	humility	perseverance	understanding
determination	idealism	purposefulness	unity

## Parent Communication

We consider ourselves to be an extension of your child's family and hope you feel the same. Besides daily verbal communication with our parents (guardians, grandparents, aunts, uncles), we have a white board outside of the classroom. We would ask that you check it daily. It will have information regarding your child's day and other upcoming events. We also use a private Instagram account. This is a great way for staff to document the learning that we see each day. On Instagram you will find pictures of the children and a description of what is taking place. It is a great way for parents to get a glimpse of the various activities that the children are involved in at Discovery. The Remind App, which sends out text/email, is another tool that we use to keep families informed. We also encourage families to visit Discovery's website regularly for calendar events and centre news ([www.discoverycc.com](http://www.discoverycc.com)).

## Learning Stories

The Learning Stories Assessment approach is a form of observation and documentation that is written in a narrative story format. The teacher watches and listens as children explore through play. Reading learning stories is a wonderful opportunity to get a snapshot of a child's leaning and development for families. A copy of your child's learning story will be made available to you.

## Nature at Discovery Children's Centre

Our aim is to create an opportunity for children to develop a sense of wonder and appreciation for our natural world and experience the benefits of spending time outdoors. Studies have shown spending meaningful time in nature positively affects children physically, emotionally, socially and cognitively. Our hope is that this connection to nature will develop into a lifelong appreciation of our environment.

## Two Weeks Outdoors

The Two Weeks Outdoors is just as it sounds. We spend two weeks outside in the beautiful Manitoba weather. We take our classroom outside for the whole day during these weeks. We eat, nap, and play outside rain or shine. This could happen in the spring, summer or fall. We will give parents notice on the weeks that our room has chosen. We ask that the parents prepare their child for this time outdoors by having their backpack stocked up with our list of items we know they will need.

## Scheduling and Billing

Deadline for handing schedules in is **Friday by 4:30pm** prior to the week you are needing childcare. If you do not hand in your schedule, you will not be guaranteed care for your child. This applies to regular care users only. Casual care users are given access to available spots after the regular users are scheduled. You can drop off your schedule in the flex room or email your schedule to: [flexschedules@discoverycc.com](mailto:flexschedules@discoverycc.com). All scheduled days will be charged. For example: if you've booked care on Tuesday & Thursday and need to change to Monday & Friday, you will be billed for all four days, unless changes are submitted by 4:30pm Friday prior to the week care is required.

In the event that a child is dropped off and the parent does not confirm that child care is available, a 50% surcharge will be incurred even if the child can be accommodated. If ratios do not allow the child to remain in the program, we will contact the parent to pick up the child.

# Children Transferring from the Infant Room to Preschool

When a child transfers from the Infant Program to a Preschool Program, they will do 3 visits to help with transition. A morning visit, a midday visit and an end of the day visit. Prior to the visits, a primary caregiver and secondary caregiver will be appointed for the child. These two staff will help the child in transitioning, doing diaper routines with the child and sharing with the family on how the child's day went.

## Some Final Reminders

- Carry ID with you at all times. With the large number of staff working in the Flex program, you may be asked to show ID several times to different staff.
- Please label all of your child's belongings. We have a great number of children who use our program and many of them have similar items
- If your child requires medication while they are at daycare, Discovery will provide a medication form to be filled out. Medication will be put in a bag with your child's name and then placed either in a locked box in the classroom or in the fridge in the kitchen. Please note staff members cannot administer medication unless it is prescribed by your child's doctor.
- If you are using the centre after 5:30 pm, you will need to use the doorbell located at the front doors on Hampton Street. The evening staff will then buzz you in after identifying who you are, who you are picking up/dropping off and the current centre password. The same applies for parents dropping off their child before 7:00 am.
- Please have your child in appropriate "work clothes" as we have an optional smock policy at our centre. We believe that children learn best by doing. Some of the play experiences offered include water, paint, sand, cornstarch, and other messy materials.
- Please ensure your child has at least three changes of clothes in their locker at all times. Accidents sometimes occur and we do not provide extra clothes from the centre. Also, we spend a great deal of time outside. To make your child's experience the most enjoyable, we would ask that they are dressed appropriately for the conditions.
- Please sign your child in/out daily. The sign in/out sheet will always be on the ledge as you walk into Preschool 2. Signing your child in/out is a two-step procedure:
  1. Write the time you have arrived in the square beside your child's name.
  2. Communicate to the staff on-duty that your child is being dropped off/picked up.

- Our Centre Parent Policy Manuel will give you a description of our behaviour management policy. We feel that when children are having a difficult time that they are telling us that they may need some extra support or even some time to themselves. This could mean many things including extra hugs, support in using words to solve a problem or reading a book or doing a puzzle on their own. This generally helps them to recompose themselves. We will address violence of any kind and will assess and respond to these incidents on an individual basis. We consistently encourage children to be respectful of one another, themselves, parents, and teachers. We also feel that personal responsibility is extremely important and know that young children can take ownership of their behaviours with assistance of caring adults.

# Flex Daily Schedule

6:30am-8:30am	Exploration play in Flex room
6:30am-9:15am	Free flow snack time
9:00am -10:30am	Exploration play/large muscle room/Bathroom routine
10:30am-11:30am	Outdoor Play
11:30am-12:15pm	Lunch Time and Bathroom Routine
12:30pm-2:30pm	Nap Time
1:00pm-3:00pm	Non-nappers - exploration play in Flex room and bathroom routine.
3:00pm-3:30pm	Preschool snack
3:30pm-5:00pm	Outdoor play/large muscle room
3:45pm-5:00pm	School age snack time/outdoor play
5:00pm-6:00pm	Free play in the Flex room
5:30pm-6:00pm	Gym time

# Flex Evening Schedule

6:00pm-6:30pm	Supper time
6:30pm-7:00pm	Child based play
7:00pm-7:30pm	Large muscle room
7:30pm-7:45pm	Evening snack
7:45pm-8:00pm	Sleeping preparations (pajamas, bathroom)
8:00pm-8:15pm	Story time
8:15pm-12:30am	Bedtime

Discovery's environment is set up to consider the unique needs of each child. We make changes to our daily program so that all children can access areas, materials, and activities in order to promote growth in all areas of his or her development.