



Brooks Dynamite Academy

Program Handbook

2022

After consultation with BDA educators, staff and families, the attached handbook reflects the amendments to ensure our program is in compliance with the new Early Learning & Child Care Licensing Act & Regulations, our programs philosophy and program plan.

In addition to our Program handbook (information related to daily practice), BDA does have a Policy manual for all enrolled families to be aware of.

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ABOUT

1. HISTORY

A. Brooks Dynamite Academy

- Brooks Dynamite Academy (BDA) opened in September of 2016 with initial licensing for 25 children, ages 18 months – 6 years. Strong community interest in our program has allowed rapid and extensive programming expansion. Program and staff growth, coupled with renovations in the spring of 2018, has allowed an increase in licensing to 85 daycare children, the set-up of a drop-in center, and programming and licensing for out-of-school-care for 25 children.
- In spring 2019, our program underwent tremendous renovations to our entire facility. Our program is licensed for 110 children.
- In the spring of 2020, during the closure due to covid, our facility was again updated. These updates include the addition of a natural playspace, third classroom and bathroom to the Grey Room, expansion of an infant room to provide more space and a bathroom!
- Renovations continued into summer of 2021 to overhaul the White Room! Bathroom facilities were altered for toddlers and the classroom was arranged for its new age group. The outdoor space was also redone and more natural play spaces were created.
- In 2022, the program added 2 more classrooms to further accommodate new families.

B. Leadership team 'Bomb Squad'

Allison Donaldson- Berg: Owner, Program Director

Heather Donaldson: Owner, Preschool Educator/Coordinator

Janessa Slaney: Program Supervisor

Chelan Anderson: Program Coordinator

Kaitlin Plumer: Administrative Coordinator

C. Philosophy

Brooks Dynamite Academy is committed to programming that develops the whole child through a play-based program. All children deserve a safe, loving and supportive environment that fosters their growth and that means ensuring adaptation is made to accommodate all children's needs and abilities.

Our philosophy is based on the understanding that children thrive in an inclusive environment. Ensuring flexibility is available to meet children's needs, that allows for exploration through a vigorous play-based learning with an emergent curriculum, based on the Flight curriculum. This includes ensuring the educators are co-learners, that the environment promotes exploration, that our program celebrates each child and that relationships are the base of our program.

2. CONTACT

A. General

- BDA is located at 611 2nd Ave East in Brooks, Alberta
- Hours of Operation:
 - Child Care & Out-of-School-Care program
 - Monday – Friday 6:30am - 6:00pm

Please note that the program hours may change based on the need and interest of our Early Learning and Child Care families as well as staffing capacity.

- Phone:
 - Program: 403-501-0077
 - After hours/on call: 403-501-9429 (Texting is available to this number)
- Email
 - Brooks: brooks.dynamiteacademy@gmail.com
 - Bassano: bassano.dynamiteacademy@gmail.com
 - billings.dynamite@gmail.com for all billings and payment inquiries.

B. Online

- Website: <https://www.brooksdynamiteacademy.com>
- Social Media:
 - Facebook Public: Brooks Dynamite Academy
 - This page has up-to-date information for parents and the public to access.
 - **Facebook BDA member only: BDAfamilies**
 - This page is used for non-formal communications with families.
 - Personal Facebook
 - We ask that parents respect early childhood educators' personal time. Any information regarding the child and/or programming should be communicated with the program or early childhood educator during their time at BDA.
 - Parents should avoid personal messaging educators.
 - Instagram: Brooks Dynamite Academy

C. App Communication

- HiMama
 - Parents **MUST** download the 'HiMama parent app' to receive the most up to date information on your child and supply needs. Accounts can also be created online at www.himama.com.
 - The app creates and delivers daily reports on each child; reports are sent to the registered parent/guardians. Educators use it to track naps, toileting, meals and activities. Reports are sent via email and are posted on the app.
 - Educators also include programming on the app, observations and developmental tags to connect experiences to the Flight Curriculum.
 - Menus and past reports are also available through the app.
 - **Parents are asked to not send messages through Himama but to email or call the daycare instead. Himama messages will not be checked regularly.**

3. FACILITY

A. Amenities

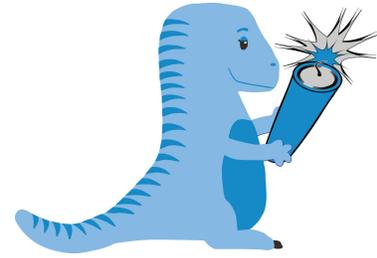
- Brooks Dynamite Academy boasts the largest early learning and child care facilities in the area. We have 13 500 square feet of indoor space and roughly 10 000 square feet outside for children to maximize physical activity and play.

PROGRAMMING

4. CHILDCARE PROGRAMMING

A. BDA Child Care

- BDA offers childcare for newborns to six years old.
- Each 'group' is split between a variety of classrooms to ensure classroom layout and materials are developmentally appropriate.
- Entrance to the Grey Room is at the back of the building, second door from 6th Street East or Entrance is at the front of the building, facing 2nd Ave. East through the glass doors.



B. Baby Bombs - Infant Programming

- BDA has limited space for infants – newborn to 18 months old.
- This program has its own space designed specifically to meet infant needs and nurture their abilities.

C. Short Fuse - Drop In Programming

- Drop-in spaces must be pre-booked, and payment must be received before children can participate.
- Drop in spaces may not always be available.

D. Dyno-Mites - Preschool Programming

- Preschool program is play based with an emergent curriculum.
- Option #1: 2.5/3 year old children. This class is an introduction to a group environment with a strong focus on independence, social-emotional and personal skills. *Available to full time BDA families only.*
- Option #2: 3/4 year old children. This class progresses from our 2.5/3 year old class, incorporating letter & number recognition. Depending on enrollment, this may be split in multiple classes.
- All preschool classes participate in one ages & stages and two smaller assessments per year. These are used to ensure programming is meeting the developing needs of those enrolled and to provide opportunities for discussion with families.
- Families are invited to participate in 'parent-teacher' style meetings following each assessment and are encouraged to communicate regularly with the preschool educators.
- Preschool Programming should be accessed through the rear of the building, via the door closest to 6th Street East.



E. After Shock - Out of School Programming

- After Shock is available to children ages 6 – 12 years old.
- Programming includes full day, school holiday coverage, part time for kindergarten children and before/ after school care.
- While BDA will do our best to accommodate all children and varying schedules, we do encourage families to communicate their needs for extra days (non-typical registered days), to ensure spaces are available.
- After shock can be accessed from the front (blue dinosaur door) at any time OR the back prior to 8:30am.



5. ENROLLMENT

A. Registration

- BDA is accepting pre-registration where available.
- Information collected upon registration is kept on record at BDA for all program participants. Please notify our office if there are any changes to the child/parent/emergency contact information on the registration form, especially phone numbers. Health records must also be kept up to date.
- Each child is registered for specific hours; children will only be permitted at the center during the hours they are registered for.
 - We ask that families continue to respect their scheduled times to ensure adequate early childhood educators' are available.
 - Families requiring additional time should communicate that with the Bomb Squad.
 - Late fees will apply if late pick ups are not communicated.

B. Deposit

- BDA requires an additional \$200 deposit. This amount is due prior to starting care. This works similar to a 'damage deposit'.
- The deposit will be refunded at the time of withdrawal, if adequate notice according to BDA policies is provided.
- The deposit can also be applied to the last invoice or will be refunded.

C. Program Rate

- Fee rates will remain the same throughout the fiscal year. Changes to program rates will be communicated with parents (a minimum of 60 days prior to implementation).
- BDA will offer 10% off older siblings for full time and part time care.
 - Not eligible for drop in or preschool programming.
- Fees will not be adjusted or refunded if a child is not attending; a space reserved is a space used.
- Part time is the same three days per week

	Full time	Part time	Drop in	Daily
Infants 12 months & under				
BDA fee	\$1000.00	\$885.00	\$10	\$75.00
Government portion	\$635.00	\$317.50	\$0	\$0.00
Estimated parent portion	\$515.00	\$567.50	\$10	\$75.00
Infants 13 - 18 months				
BDA fee	\$945.00	\$860.00	\$9	\$72.00
Government portion	\$635.00	\$317.50	\$0	\$0.00
Estimated parent portion	\$460.00	\$542.50	\$9	\$72.00
Toddlers 19mth - 3 years				
BDA fee	\$900.00	\$635.00	\$8	\$53.00
Government portion	\$510.00	\$255.00	\$0	\$0.00
Estimated parent portion	\$310.00	\$380.00	\$8	\$53.00
3 - 5 (not yet in Kinder)				
BDA fee	\$845.00	\$585.00	\$7	\$50.00
Government portion	\$450.00	\$255.00	\$0	\$0.00

Estimated parent portion	\$395.00	\$330.00	\$7	\$50.00
Grade Kindergarten - 6	\$800.00	\$565.00	\$6	\$45.00

D. Changes & Withdrawals

- Changes and withdrawals require 14 days’ notice, in writing. Notice must be received by the office, not to an educator.

E. Program Tours

- Tours are available and encouraged prior to enrolling.
- Prospective parents are encouraged to review the parent handbook prior to enrollment.

STAFFING

6. Designation & Roles

A. Bomb Squad (Leadership team)

- Currently, the Bomb Squad consists of the Owners, Program Supervisor, Program Coordinator and Administrative Coordinator.
- These members have both direct and indirect interactions with programming and work on program development and implementation.

B. Detonation Team

- The detonation team refers to all Brooks Dynamite Academy employees.

C. Certification

- All early childhood educators’ hold a minimum of a Level One ECE Certificate, an up to date Criminal Record Check and Vulnerable Sector Check and First Aid & CPR certificate.

POLICIES & PROCEDURES

7. COMMUNICATION

A. FOIP & Media Release

- We strongly encourage consenting to photos to ensure families receive updates through Himama.

B. Policies & Programming

- BDA now has two handbooks. The program handbook relates to day to day programming information and the policy manual. Please see the policy manual for more information.

C. Schedule

- Newsletter – Tuesday Newsday
 - Weekly newsletters will be emailed to families. This is called the Tuesday Newsday email.

D. Closure

- BDA closes for all statutory holidays or days in-lieu.
- A calendar for upcoming closures is shared with families. BDA tries to keep the same closures year to year.
- BDA will also close for up to an additional five days per year for professional development and to accommodate staff retreats.

- In the case of unforeseen circumstances warranting closure, families will be notified as quickly as possible. Families will be responsible to make other arrangements for their children. (This may include closures due to outbreak of an illness or issues with the facility for example.) These closures will not be made lightly, and parent cooperation is greatly valued under such inconvenient circumstances.
- Refunds will not be given for any closures, COVID-19 related or not.

E. Grievance & Other Communications

- All grievances must be brought to the Bomb Squad in a professional and timely manner to be dealt with appropriately.
- Any parent/guardian who challenges the authority of a staff member by using abusive behavior, language or attitudes, or shows negative conduct, will be removed from the facility and may face grounds for dismissal from programming. Brooks Dynamite Academy facility is a harassment-free zone.
- See policy manual for more.

8. FEES & PAYMENTS

A. Payment Schedule

- Invoices will be sent monthly.
- Invoices are billed one month in advance. (Example August 7th bill would be for September hours.)
- Payment is due the 24th of each month prior to the month of programming.
 - Example: Fees must be paid August 24th for the month of September.
- Etransfers must be sent to billings.dynamite@gmail.com

B. Subsidy

- Subsidies are available for all programming for qualifying families which includes all those with a household income of up to \$180,000.00 for children 0 - Kindergarten and up to \$90,000.00 for school age.
- The Bomb Squad can assist parents where possible, however applications must be submitted online.
- Qualifying families may receive \$106.00 - \$266.00, depending on income.
- At any time, if a subsidy payment is not received by the program, parents will be responsible for the payment.
- Please ensure the subsidy is in place prior to the programming start date.
 - <http://www.humanservices.alberta.ca/financial-support/15104.html>

9. PARTICIPANTS

A. General

- We ask that all outdoor footwear be removed upon entering the facility if going beyond the entrance.

B. Drop Off & Pick Up

- All drop offs are encouraged to be done prior to 9:30am. At 9:30, if the child is not signed in and no arrangements have been made, BDA will assume the child is not attending that day. Children are still permitted to attend after 9:30, we ask parents to give us a heads up if they are arriving later.
- **All drop-offs and pick-ups must be done within arranged times and vary with each child's schedule.**

- Parents are not permitted to drop off earlier than the child's scheduled hours. If parents require a change to the schedule we ask that this is communicated with the Bomb Squad,
- Parents/guardians are asked to ensure children are ready to participate when dropped off. This includes shoes on, a clean/dry diaper, and not being hungry. *Children are welcome to bring breakfast with them to programming.*

C. Appropriate Dress

- Children must have a pair of indoor and outdoor shoes for their program. All outdoor footwear is to be removed in the entry areas.
 - Indoor footwear (shoes, slippers, sandals) should be left at BDA. Children are not allowed to join programming without indoor footwear.
 - Shoes with heels are not permitted, children should be in shoes that are safe for physical activity
- Children should be clothed for the weather and have appropriate spare clothing on site. It is important for the children to be comfortable throughout the day.
 - During winter months children must have mitts, headwear, snow pants and winter boots for outside
 - Summer months may require extra clothes in case of getting wet as well as rubber boots and raincoats for rainy days.
 - *Please do not send shorts in the winter or heavy clothing in the summer.
- 'Fancy' clothing is not recommended in case of being wrecked. Art, active play, activities outside, and other daily activities are best in comfortable clothes.
- **A change of clothing must be left at the program.** Clothing should be placed in a zip lock bag labeled. These bags will be located within each classroom to ensure staff have easy access to these belongings. If clothing is sent home, please ensure to restock their extra clothing the following day.
 - While a child is potty-training, multiple outfits are recommended to have on-hand. This includes extra shoes, slippers, and indoor footwear.
 - Crocks or other water resistant shoes are recommended during potty training.
- Underwear must be covered; in particular under dresses

D. Person Items

- Participants must have a labeled water bottle that **stays at BDA**; staff will wash them daily.
- Children who nap must have a blanket at BDA during the week. Blankets should go home to be washed on Fridays and be brought back on Monday.
 - Blankets can be left at the program for laundering to be done on Fridays.
- Families are responsible for providing supplies for toileting and diapering according to each child's needs.
 - If diapers, wipes, bum cream, or other supplies need replenishment, it will be noted through HiMama.
 - Parents must bring items to the classroom with the child not left in the cubbies unless communicated with the early childhood educator.
 - All items **MUST** be labeled with the child's name.
- Children are not permitted to bring toys from home to the program.
 - To minimize the spread of infection; personal items may not attend, unless they will remain at the program.
- BDA does not accept responsibility for any extra items brought to the program.

E. Role of the Parent

- Families are encouraged to communicate daily with the educators, provide feedback as available and work in collaboration with the program.
- We ask that parents regularly check emails.
- Parents should read the Tuesday Newsday to ensure they are aware of all program communications.
- It is the responsibility of the parent to fulfill all financial obligations as set forth in the handbook and registration package.

10. PARTNERSHIPS

A. Parent/Guardian Partnerships

- BDA encourages partnerships between families and the program and/or early childhood educators'.
- BDA will work with outside professionals to accommodate each child's individual needs where required. Parents may be responsible for additional fees and/or funding applications.

B. Open Door Policy

- Families are strongly encouraged to participate in programming as much as possible.

11. ALBERTA EARLY LEARNING & CHILD CARE LICENSING REGULATION

Please see Policy Manual for all policies created to ensure licensing compliance