

## Philosophy

Tiny Tracks Junction is where child care options meet community resources. Children have the right to be cared for; we provide this care and assist families to do the same, in any way we can.

## Child Guidance

Child guidance used in the program shall be reasonable in the circumstances and must not:

-inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation;

-deny or threaten to deny any basic necessity, or;

-use or permit the use of any form of physical restraint, confinement, or isolation.

Appropriate forms of child guidance include offering choices, redirection, active listening, facilitating problem solving . . .

**In case of an  
Emergency Evacuation  
children will be taken to:  
Neighborhood Place  
5102 50 Avenue  
Lacombe, Alberta  
403-782-0886**

**Tiny Tracks Junction Ltd.**

**#117 5001 52<sup>nd</sup> Street**

**Lacombe, Alberta**

**T4L 2A6**

**403-782-2235**

**[tinytracks@outlook.com](mailto:tinytracks@outlook.com)**

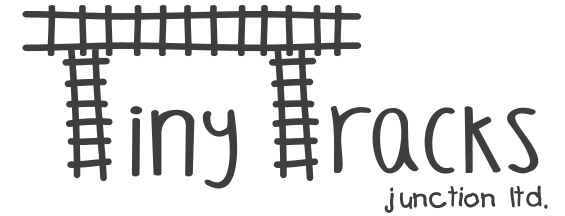
**[www.facebook.com/tinytracksjunction](https://www.facebook.com/tinytracksjunction)**

**[www.tinytracksjunction.ca](http://www.tinytracksjunction.ca)**

# Parent Handbook

## All Aboard!!!

Tiny Tracks Junction provides quality programs for children from 0 to 12 years of age in a variety of settings.



## **Hours of Operation:**

**Monday to Friday  
6:30 am to 6:30 pm**

**Closed weekends &  
Statutory holidays**

### **IMPORTANT:**

**Please inform the center if your  
child will be late or absent.**

**Please bring for your child:**  
**Family picture & Baby picture**  
**Indoor shoes or slippers**  
**Outdoor clothing (for the weather)**  
**Extra change of clothes**  
**Blanket**  
**Diapers and wipes (if applicable)**  
**Bottles and formula (if applicable)**

**Please DO NOT bring:**  
**Home toys & foods or drinks**

**Quiet time is from 11:30 am to 2:30 pm.**

**Thank you for avoiding dropping off or  
picking up your child during these times.**

## **Stations**

**-Named after Canadian Passenger Trains-**

**Little Bear: 0 to 18 months**

**Polar Bear Express: 19 months to 3 years**

**Cavalier: 3 to 4 ½ years**

**Caribou: 4 ½ to 6 years**

**Royal Canadian Pacific: out of school care**

**Rocky Mountaineer:**

### **Open Door:**

**Tiny Tracks has an ‘Open Door Policy’, which means  
you are welcome to stop in at any time to see what  
adventures we are having that day!**

### **Fees:**

**Fees are due on the first of each month.**

**Tiny Tracks has a ‘No Cash Policy’, which means that  
fees may be paid by e-transfer, pre -authorized  
debit, or cheque.**

### **Smoking:**

**Smoking is prohibited by anyone on the premises  
and at any time or place where child care is being  
provided.**

## **Policies**

### **Nutrition:**

**Meals and snacks are served at appropriate  
times, in sufficient quantities, and in  
accordance with the Canada Food Guide and  
individual children’s needs.**

### **Administration of Medication:**

**Staff are able to administer prescription and  
non-prescription medication that is in the  
original container, with the original label, and  
according to the doctor or labels’ instructions  
only after a medication permission form has  
been completed and signed by a guardian.**

### **Illness:**

**Please keep your child home if they exhibit any  
of the following symptoms; undiagnosed cough  
or rash, vomiting, diarrhea, fever above 100 F,  
or any other symptom that may indicate illness.  
Children are also considered too ill to be in  
care if they are unable to participate in regular  
daily activities or require greater care and  
attention than can be provided without  
compromising the care of the other children in  
the program. Parents of children exhibiting  
these symptoms while in the care of Tiny  
Tracks will be required to arrange for  
immediate pick up of their child.**