



## Our Mission Statement:

*“Through our programs & services, the Eastern Shore Family Resource Association supports children, youth & families, and contributes to the quality of family life in our community.”*

### General ESFRA Policies and Procedures

#### Attendance

- ✓ **Arrival** - Please arrive on time for your program. *Why is that?* Our programs are designed to provide your child with the full benefit of a structured program and interruptions can cause focus to be lost for others.
- ✓ **Absence** - If not attending class on any given day and the reason (e.g., transportation, illness, work, medical apt., or weather) please call the Family Centre - 902-827-1461. This allows the staff to properly prepare for the day while avoiding waste of program materials.
- ✓ **Cancellation** - After two missed sessions (2 weeks) without notification, staff will make contact with you if your child is returning. If there is no contact, unfortunately your space will be opened to others on our waitlist. If you do not plan on continuing to attend, please advise staff.
- ✓ **Closures (Holiday or Weather)** – Our regular programs do not operate on school holidays such as March Break or winter days when schools are closed or buses are not running. Participants are asked if in doubt, to call the Family Centre or check our Facebook page, before attempting to attend. At times ESFRA programs and other services will be cancelled at the Executive Director’s discretion due to inclement weather or other.

#### Regular Centre Closures

<i>Labour Day</i>	<i>Good Friday</i>
<i>Thanksgiving</i>	<i>Easter Monday</i>
<i>Remembrance Day</i>	<i>Victoria Day</i>
<i>Christmas Break</i>	<i>Canada Day</i>
<i>Heritage Day</i>	<i>Natal Day</i>

- ✓ **Footwear** – For safety reasons, all participants (adults & children) are required to wear appropriate indoor footwear during programs. Fire Safety Drills will happen randomly plus during rainy/snowy weather, clean footwear keeps our floors dry and safe.
- ✓ **Illness** - If you or your child is sick you are to refrain from ESFRA programs and services. In case of common communicable childhood diseases such as chicken pox, 5th disease, head lice etc., participants are asked to notify ESFRA of the condition by calling 902-827-1461.
- ✓ **Participation** – For the program to benefit everyone, parents and children, must arrive on time and participate with intention.



## Eastern Shore Family Resource Association Parent Handbook

### Attendance Etiquette

- ✓ **Cell Phone** - ESFRA respectfully requests that all participants keep cell phones on 'vibrate' during programs to avoid interrupting class 'flow'. Please restrict use to calls/texting for emergency use ONLY.
- ✓ **Conversation** – Little ears are listening..... We encourage relationships and conversations between parents in our programs. We ask that during your time in any ESFRA program, all participants are mindful of the topics of conversation and vocabulary being age appropriate.
- ✓ **Departure** – Families are respectfully requested to leave immediately following their program session. If you need to speak with an ESFRA staff we kindly ask you contact them from home via telephone (902-827-1461).
- ✓ **Drink/Food** - For safety reasons, no hot drinks or food are allowed in the program room at any location.
- ✓ **Early Arrival** - We request that parents and children arrive no earlier than 5 minutes prior to program time. This allows staff to plan and prepare for the day so ALL can have fun and play.
- ✓ **Hand Sanitizer** - Kiosks are located in the hallway and in the centre space.
- ✓ **Parental/Caregiver Supervision** - All parents & caregivers attending SPECIFIED INTERACTIVE PROGRAMS with their child(ren) MUST REMAIN ON SITE at all times. ESFRA is not a Licenced Daycare; therefore, we have restrictions both in Funding and Insurance.  
Our Program Facilitators are there to guide parents/caregivers and children through the length of the program. Parents/caregivers are responsible for their children when in Interactive Programs.
- ✓ **Toys** – Please do not bring toys from home unless requested as part of the program.
- ✓ **Use of Facility**
  - **Babes in Arms** – Due to capacity limits Babes in Arms (under 12 months) are not allowed in programs with the exceptions of New Parent Group and Wee Bears. For permission to attend Wee Bears, contact ESFRA's Program Director before attending.
  - **Breastfeeding** – Priding ourselves on being a Breastfeeding Friendly space, ESFRA allows a mother in need of a safe space to use our Centre when we are open, regardless of a current program enrolment.
  - **Minors** – Due to capacity limits, school-age children CANNOT be waiting on-site while siblings are attending our programs.
  - **Privacy** – Due to activities within our Centre, please respect the times noted for your program's start and end times. Occasionally there may be times ESFRA is not open to the public due to a meeting/program requiring discretion or privacy.



## Eastern Shore Family Resource Association Parent Handbook

### Social Media

- ✓ [Face Book](#) - ESFRA has a Face Book page for families as another means of keeping up to date on any special notices of events as well as for notification of program cancellation due to inclement weather.
- ✓ [Instagram](#) – ESFRA has an Instagram account as a means of keeping residents up to date with information both for our Centre or local community items of interest.
- ✓ [Website](#) - Our website is [www.esfamily.org](http://www.esfamily.org) for additional information about our programs and services. As programs change from year to year, please feel free to browse our selection.

### Donations

- ✓ [Monetary](#) - You can make donations in person or you are more than welcome to use our donate button on ESFRA's website, it can be found on our website homepage ([www.esfamily.org](http://www.esfamily.org)). Any donation above \$10.00 will be issued an income tax receipt.
- ✓ [In-Kind Donations](#) - Donations of healthy snacks or craft supplies are welcomed. Please Note: all donations are shared amongst all programs.

### Participation/Membership Significance

- ✓ [ESFRA Membership](#) - By registering for any ESFRA program, you automatically become a member of the Eastern Shore Family Resource Association with rights to attend and vote on issues at our Annual General Meeting. If you wish to decline membership, please direct all verbal &/or written communications to Nancy Hollis, Executive Director at 902-827-1461. Declining will not affect your registration to our programs &/or services.
- ✓ [Volunteer Opportunities](#) - If you are interested in - Joining our Board, Assisting our Fundraising Committee, or Volunteering in any manner - please call the Family Centre at 902-827-1461 and speak with Nancy Hollis the Executive Director.

### Reminders

- ✓ [Clothing](#) - Art supplies and educational toys are all provided as part of the program. Please dress your child in play clothes, as some activities can get MESSY!!! DRESS FOR MESS!!! If you want your child to wear a paint shirt it is recommended for parents to bring a freshly laundered paint shirt for their child.
- ✓ [Drink](#) - A clearly marked water bottle for you and your child/ren.
- ✓ [Snack](#) - Please Note: Snack may be part of your program. Our policy, includes a peanut and nut sensitive policy. Please ensure that staff is aware of any food allergies you or your child may have. The following foods are not permitted - Superstore baked goods, Alligator Cheddar snacks and Tim Horton's baked goods.

**If at any time you have comments, questions or concerns about our programs feel free to contact Tracy Cowan, Program Director at 902-827-2311.**

## Current Programs 2022-2023



### **Bookworms at Play – Semester Program**

Bookworms at Play Program will be offered in two (2) sessions in order to accommodate all families in our community. This literacy based program for 3yrs – 5yrs places greater emphasis on family literacy through parent-child interactive components. Having fun activities during the program but also ones to be completed at home – all being added together to create their own book. Our maximum group size is 8 children participating.

Families will only be permitted to register for 1 semester per program year. Priority will be given to families not already having registered for this program. However, space permitting, there might be opportunity for an additional semester.

Not allowing babes in arms due to participation requirements.

#### **Program Site**

**Musquodoboit Harbour Library, Musquodoboit Harbour**

### **Coffee Connection – Drop-In Program**

This drop in program allows parents/caregivers a space to connect with each other over a cup of tea, coffee, hot chocolate or water while their young ones (between 1yr-5yrs) make social/peer connections in the adjoining child care room. This program will happen on specified dates advertised a week in advance.

#### **Program Site**

**ESFRA Centre, Porters Lake**

### **Jolly Phonics**

Using the Jolly Phonics curriculum, this interactive program for parents/caregivers and their children between the ages of 3-4 years old focuses on teaching children the basic skills needed for reading in a fun, engaging way.

Including weekly take home activities plus each child receives a phonemic assessment conducted periodically during the program.

When offered, we are limited to 6 children. Not allowing babes in arms due to participation requirements.



#### **Program Site**

**ESFRA Centre, Porters Lake**

### **Jump Jiggle and Jive – Semester Program**

This music and movement program is a way for you and your child to have fun and for your child to master new skills and concepts. These include developing a sense of rhythm, body awareness, communication, social skills and intuition, following directions and learning to focus on simple tasks. Current capacity is 8 children in this program. Ages for attendance will vary when offered to be activity specific. Not allowing babes in arms due to participation requirements.

#### **Program Site**

**ESFRA Centre, Porters Lake**



### New Parent Group – Program Year

The New Parent Group will be offered from September to June or until your baby ages out 12 months in order to accommodate all families in our community. Currently being offered in two locations and on two different days this year. Both locations are able to host special guest visits, such as the Public Health Nurse. Due to space capacity, our maximum group size is limited to 10 parents & babies.

#### Program Sites

ESFRA Centre, Porters Lake  
St. James Church Hall, Jeddore



### Play Dates Are Us – Drop-In Program



The Play Dates Are Us Drop-In Program is designed for parents/caregivers and children to play, chat & connect. It is not a structured program thus it is up to families to monitor their children's activities. It will be offered on specified dates advertised a week in advance. Due to space capacity, our maximum group size is limited to 10 children between 0 to 5yrs and their parents/caregivers participating.

#### Program Sites

ESFRA Centre, Porters Lake  
St. James Church Hall, Jeddore

### Ready to Learn – Program Year

Ready to Learn focuses on Social & Emotional skills and offered from September to June. Being delivered once a week for 2 hours our Ready to Learn Program is based on the PATHS preschool curriculum (Promoting Alternative Thinking Strategies).



This program highlights and nurtures the development of self-control, positive self-esteem and emotional-social competencies in young children. In addition, Ready to Learn has school readiness activities (following direction, letter and number knowledge etc.) built into the classroom experience but is not the core focus.



Promoting Mental Health in Young Children

Due to space capacity and the content of the program, our maximum group size is limited to 10 children and there can be no late registration. Parents also have an educational piece within this program following the Handle With Care curriculum.

Parent Education Sessions Dates will be held in person. This workshop will be facilitated by our Program Director Tracy Cowan. These sessions will be held while your child is in Ready to Learn. **Please Note:** All parenting handouts and supplies for activities will be distributed on your child's program day.

#### Program Site

ESFRA Centre, Porters Lake

### Roll & Stroll – Drop-In Program



Happening twice annually, in the Spring and Autumn of the year, ESFRA invites all participants and community residents for a casual stroll on one of our regions beautiful trails with amazing scenery. Dates, posted in advance, will include that day's programs participants.

#### Program Site

**Musquodoboit Trailway, Musquodoboit Harbour**

### Wee Bears – Semester Program

Wee Bears will be offered in semesters in order to accommodate a larger number of families. Offered for children between 1yr – 3yrs, since 2000, Wee Bears is our longest running program and highly prized in the community for the joy it brings. Group size is limited to either 10 or 14 children depending on location. Families/caregivers are permitted to register for 1 semester per program year. Priority will be given to families not already having registered for this program. However, space permitting, there might be opportunity for an additional semester.



#### Program Sites

**Good Shepherd Church, Lawrencetown  
ESFRA Centre, Porters Lake**



## Parent Handbook Acceptance - required

I \_\_\_\_\_ (Print Guardian Name) have received, read and understand the Eastern Shore Family Resource Association Parent Handbook and agree to adhere to all policies.

We agree to participation in the \_\_\_\_\_ program.

### **Please Note:**

- ✓ We may also make changes or modifications in our policies or program schedule if required by our agency.
- ✓ ESFRA will inform parents of changes taking place whenever possible in a timely fashion.
- ✓ This is a living document and will continue to evolve as directives evolve. (i.e. Public Health)

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date