



Logo

Smiles Logo was designed with the Idea of keeping a smile on each and every child attending our centre.

Our Moto:- If you keep a smile on your Face the world would be a better place

The Centre

The centre is equipped with all the necessary safety equipment like soft flooring, soft edges, paddings, suitable gates, turf in the outdoor area, also the indoor area is fully ventilated with loads natural light.

The concept used while doing the centre, was to keep in mind of a home away from home. Children arriving at the centre will easily adjust to this environment be happy and comfortable. This will enable them to learn willingly and thus acquire mental, emotional and social skills. Our activities stimulates the imagination and their creativity which will develop their whole personality.

Aims

Our Children are given the best education in developing mental, emotional and social skills and this could only be achieved by our loving and professional Child Care Staff. We treat your children as Individuals and give them the care as if they were ours. Our Centre is a Home away from Home.

Child Carers

The carers at Smiles are all trained and certified with NVQ level 4 in child care food handling and first aid.

Learning

Children starts the learning curve as soon as they are born and we will continue to help them learn by using special aids and ways. Our centre is equipped with loads of toys, books and craft accessories for babies and toddlers, we only promote learning through Play. By promoting play in every way will build a healthy physique and a sound mind for the children. We use play to introduce team work so the children starts sharing and be patient.

Through play and using toys the children will start recognizing sounds, shapes, and colours. We make time for story telling through puppet shows and sing along, the children are also encouraged to participate in dancing which will enhance their motor skills and cooking and crafts to explore their creativity mind. Playing together will bound the children and start building up mutual respect to one another which can never be achieved from staying home alone.

Our Centre is committed to achieve all this, and one can also see the daily activities which includes indoor and outdoor on our face book page (smiles childcare centre). Please use this page for your comments and suggestions and also to see your children engaged in activities.

Enrolment Policy

We Do NOT have an enrolment Fee, but we do have an enrolment form which has to be filled in and signed by both parents together with a medical form and handed over to the centre manager. We would also need the Child birth certificate and Inoculation Card.

For those mothers who work they need to fill the Free Child Care Scheme document together with the last three pay slips and a letter from the employer stating the number of days per week and no of hours. Ex. (Monday to Friday on 40Hrs. per week)

Children can attend the centre from the ages of 3 months and will leave the centre at the age of 3 years. Children under 3 months and over the age of 3 years will not be eligible.

Registration Fee

We only ask for a Fifty euros Registration Fee.

Parents Participation

We will constantly be in contact with parents verbally in the morning while handing over the children and by noting every action on an individual note book which will be handed over every day. Parents are encouraged to write notes to the carers and if need be talk to the carer in charge to clarify normal every day issues, if the parent is not satisfied, then it is possible to call for an appointment with the centre manager. A settling in program will be discussed with the parents for a smooth settling. It is also very important to attend any discussions, talks, and meetings organized by the centre.

Pick-up Policy

Only parents and persons with the names and I.D. on the enrolment form will be able to collect the children. If the carer sees that the person collecting the child is not fit to do so the child will remain at our care centre until the parent is notified. Safety of the children is our priority. The responsibility of the child care centre stops as soon as the child leaves the premises. We have a drop off box at the side of the school where one can park his car.

Attendance Policy

Parents are to call the centre if the child is not attending, if the child is unwell for more than two consecutive days a medical certificate must be provided. Children attending the free child care are to be reminded that they have to send their children to the centre and have to use the allocated no of hours stated on the free child care scheme document.

Discipline Policy

We use positive discipline and encourage the children when they do good things instead of punishing them when they do bad things. With this kind of discipline the children will be able to become self-disciplined. Before a disciplinary action (Time Out) the carer will make sure that the child has fully understood his or her behavior. The only behavior that is not acceptable at the centre is when a child body harm himself or others.

Health Policy

The parents has to fill up a medical form in which any allergies and illnesses are recorded and then further discussed with the carer of the child. The information gathered will never leave the centre and is strictly confidential. **It is recommended that children with fever, sever running nose and coughs are**

to be kept home. Before coming back to the centre after a child has been ill a **MEDICAL CERTIFICATE** is needed stating that the child is fit to return to the centre. If a child is found to have any of these symptoms the child is evacuated and the parents are called to pick up the child. At the centre we never administer any type of medicine.

CHILDREN SHOULD NOT ATTEND THE CENTRE IF SHOWING SIGNS OF CONTAGIOUS ILLNESS.

Accident Policy

All our Child Carers are qualified in First Aid. In case of an accident first aid is given by our child carers and the Centre Manager will call the parents.

Food Policy

Unhealthy food such as sweets, fizzy drinks, fruit squashes, and flavored drinks with added sugar are highly not recommended instead give you child sandwiches, biscuits, crackers, cereal bars, fruit and water.

Please send fruit peeled in seal tight Labeled container, our centre is equipped with a microwave so we can heat food, and a fridge freezer where we can keep the food, it is very important that the food is send in air tight plastic containers and Labeled with the kids name. We will not give the food to the child from an unlabeled container.

Please contact the child carer beforehand if you are sending a birthday cake, we only accept cakes with no cream.

Toileting and Nappy Changing

Our experienced child carers will aid with care the children in potty and toilet training and will never force this on the children. The carer will discuss with the parents the responses of this training process. Parents are asked for a *change of clothes, and extra underwear, together with a packet of disposable diapers (nappies), baby wipes, sudocream or ederma cream, disposable gloves, nappy bags and box of tissues*, it is very important that all the children belongings are well labeled with the child's name and handed to the centre at least a week before, all items will be stored on individual shelves out of reach from the children.

Improvement Policy

We can never improve without your suggestions, we encourage you to forward any suggestions or complains to our centre manager which will take immediate action. If a matter of a series nature arises and cannot be settled by the centre manager a meeting will be held with the parents and the centre directors.

Opening Hours

Smiles child care centres open from Monday to Friday all year round (**Accept on public Holidays**) **SAN GWANN 7am to 5pm, Msida from 6.45 to 5.45pm and Mosta 6.45am to 5pm.**

Important notice { For late pickups a fee of fifteen euros (15 euros) Flat rate is charge for every hour or part of. }

SMILES CARE CENTRE