



# PARENT HANDBOOK

## Summary

ENTUMBIL C/R, GHANA DAYCARE

PHONE: 059-978-9889 (Ghana +233) / +1 780-717-4055 (Canada)

## PARENT HANDBOOK Summary

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PARENT HANDBOOK Summary



**Canadian charitable foundation is creating learning  
Opportunities for rural children in Entumbil, Ghana**

**Support early childhood education one town at a time**

**Play elevates Talents and Abilities**

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**Canada Revenue Agency (CRA) - Charity Business Registration #: 771608478 RR0001 [www.canada.ca/charities-giving](http://www.canada.ca/charities-giving)**

**Ghana Department of Social Welfare Registration # D.S.W. CR/AEM/079/21, Category A**

**Ajumako-Enyan-Essiam District Assembly Registration #s 665 and 666**

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**Head Office - Canada Address:**

**15219 – 44 St. NW Edmonton Alberta Canada T5Y 3C4**

**Phone Number: +1 780-717-4055**

**Daycare Location - Entumbil Ghana**

**1 First Light, Entumbil, Ghana Digital GPS: CJ0059-2254**

**Phone Number: 059-978-9889**

**Email: [contact@onesteplearning.org](mailto:contact@onesteplearning.org)**

**Website: [www.onesteplearning.org](http://www.onesteplearning.org)**

***Give the Gift Of Caring to a Rural  
Children's Daycare in Africa***

***Chairs, Tables, Toys, CDs, DVDs, Electronics and Books  
Are Needed For Two- to Six-Year-Olds***

## PARENT HANDBOOK Summary

### Akwaaba / Welcome

One Step Learning (OSL) Daycare is a start-up daycare facility in Entumbil, Ghana, It provides Learning Through Play daycare services to children two to six years old. OSL is a Non-for-Profit organization incorporated in Canada for the purpose of establishing, maintaining, and operating a Learning Through Play daycare in Entumbil, Ghana.

The **Goal** for our daycare services is to empower rural children through playful experiences, to be happy and healthy in their lives; and develop their skills to be creative, engaged, and lifelong learners of tomorrow. OSL **Vision** is Play Elevates Talents and Abilities (PETA).

Therefore, OSL works together with donors, parents, and the community to create opportunities for rural children. We hope that your involvement with our Centre will be a positive experience for you, a child, and the various stakeholders who support the charity organization to operate and maintain this facility for results. Welcome you can make a difference in starting the possibilities.

<b>Services</b>	<b>Events</b>	<b>Staff</b>
<ul style="list-style-type: none"><li>• Learning through play</li><li>• Activity rooms</li><li>• Group activities</li><li>• Great large outdoor playground</li><li>• Healthy lunches</li><li>• Friendly place</li><li>• Creative activities</li><li>• Quality facilities</li><li>• Hours of Operation: Mon – Friday: 8:00 to 4:00 PM</li></ul>	<ul style="list-style-type: none"><li>• Birthday celebrations</li><li>• Mothers’ Day (May)</li><li>• Fathers’ Day (June)</li><li>• Entumbil Akwanbo (Sep)</li><li>• Culture Heritage Day</li><li>• Ghana Independence Day</li><li>• Canada Gratitude Day (July 01)</li><li>• Environmental field trips</li><li>• Concerts</li><li>• Family BBQ Day</li><li>• Parental engagement</li></ul>	<ul style="list-style-type: none"><li>• Dedicated team</li><li>• Professionally trained/developed</li><li>• Provide quality care</li><li>• Safety and sanitation</li><li>• Security and safety</li><li>• Volunteers are always welcome and needed.</li><li>• We are here for the children and the community</li></ul>

### A Key OSL Learning through Play Strategy

#### The One Step Learning GARDEN

We emphasize creative development relying on the resources available within our rural environment. As a key strategy, the daycare is developing a special OSL Fruit and Vegetables Garden on the piece of nature property at the back of the building. Everyday the children and visitors can see from their activity classroom windows fruits and vegetables that generate questions, curiosity, conversation, and learning. Lots of topics and activities are learned from a well cared for garden. This improvisation is prior to a waterpark and playground being resourced and constructed when funds become available. Play-based themes to be learned from the OSL Garden include:

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Numbers, colours, shapes, language, alphabets, arithmetic, mathematics, science, recipes, nutrition, health, life plants, drawings, cutting, imagination, varieties, life skills, farming community roles, etc.

The strategy is to plant many different types of fruits and vegetables on divided portions of raised beds as the soil can accommodate. Give preference to items not-commonly grown by the local farmers (i.e., grow only limited amount of plantain, corn, cocoa, sugar cane, yams, cassava etc.)

Fruits and Vegetables to try:

Peppers: capsicum 4 local types – hot, super hot, ball yellow/white type,

Lutttuce,	Green peppers,	red peppers,	Yellow Peppers,	Other peppers	
Carrots,	Cauliflower,	Cucumbers,	Zucchini,	Sprouts,	Watermelon
Tomatoes,	pineapples,	Onions,	Mushrooms,	Ginger,	Okro, Cabbage,
Garden eggs,	Pawpaw/Papaya,	Beans, Peas,	Cocoyam leaves,	Spinach	
Akatsewaa/Agushi,	Chestnuts,	Peanuts,	Pears (instead of Avocado)	etc.	

Eventually over the years/months plant the type of trees found at Brakwa cemetery all around the daycare and compound (20 feet apart using the fence posts as measure) – Teak or Paa-rubber trees.

We ask that you review the information provided in the Parent Handbook Policy Manual (or its summary as minimum). It includes the policies, practices, and philosophy of our centre. To look after your child's every need, it is up to all of us to work together, including timely payment of your fees, and generous donations. Thank you for your trust.

### **Our Learning Philosophy**

- Create learning opportunities for rural children.
- Provide premium-quality safe and healthy daycare.
- Provide rural children opportunity resources to play and elevate their talents and abilities. Location should not be a barrier because we all have rural roots.
- Encourage children to learn and develop through play and creativity.
- Nurture and encourage curiosity, social, creativity and development.
- We are big on culture and learning traditional heritage values.
- Efficiently operate a child-centreed facility managed by dedicated, motivated, nurturing and well educated and well-trained staff.
- Achieve the utmost standard of care through the collaboration and open communication between parents, children, staff, and the community.
- Recruit and maintain qualified staff and provide professional development.

The ultimate expected Results and Outcomes are that the children's' preschool years' experience enables them to explore and make sense of the world around them and use play to develop their

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imagination and creativity in the community. The parents get a chance to pursue gainful careers or employment. *One Step Learning* will garner support from parents and the community to appreciate sponsors collaboration and contributions towards learning through play for the community's benefit.

### **Our Care Values**

OSL daycare believes that children are entitled to opportunities that support and encourage their emotional, intellectual, social, cognitive and physical development. We believe that rural children are important individuals who develop at different rates and in their own ways. We seek partners and supporters to stimulate and develop children creative thinking and lifelong learning skills. We encourage children's involvement in the community to help promote a strong sense of community. We seek giving children opportunities to participate in community projects and special events. We are big on cultural heritage values.

### **A Play-based Daycare not a School**

We are a Play-based education daycare

1. OSL is not a "school" as understood in the Entumbil town. OSL does not grade students so they can proceed from kindergarten or class one/two to the next class. A daycare is under Department of Social Welfare in Ghana; not Ghana Education Services (GES)
2. \*Rather OSL's aim is to provide activities to meet the developmental needs of children, so that the children progress to go to preschool (kindergarten or so) as skilled learners. \*
3. We emphasize Creative Development relying on the resources available within our rural environment (e.g., The OSL Garden); by using the following elements in the Early Years Interboard Panel "A Resource Book" (which is our OSL curriculum), namely:
  - Possible experiences i.e., broad innovative/creative ideas e.g. painting/drawing
  - Intended Outcomes
  - Activities
  - Progression
  - Provision

### **Parental Involvement**

One Step Learning encourages and welcomes parental involvement in the daycare. Through parent/staff interaction, we provide an environment that will benefit the children. The daycare plans and organizes special events for parents, such as Mothers and Fathers Days, Birthday celebration, and Cultural Days.

### **Clothing**

Part of our daily program will also include taking the children for the neighborhood walk.

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It will not be considered field trips but are part of our daily program to encourage physical activity and movement. We encourage parents to send appropriate clothing for the weather.

It is also recommended that parents daily ensure that the child has two change diapers or pads in their backpack every day so that they could be used in case the child has a toiletry accident.

### **Enrollment & Orientation Process**

- Complete the registration form prior to your child's start date.
- Pay the one-time GHC20 (twenty Ghana cedis) registration fee to be enrolled. Daily attendance fee is GHC3 (three Ghana cedis) to attend.
- Participate in an orientation process prior to child attendance as informed by the Daycare.
- Read the Parent Handbook. The Principal (or Local Manager in her/his absence) can answer any questions you may have and will review some important policies with you.
- Acknowledge that you read, understand and agree to comply with the Centre's policies by signing the acknowledgment form

### Child Care Fees

#### Payments:

The daily attendance fee for each day is GHC3 (three Ghana Cedis). The attendance fee is due daily upon entering the daycare. The registration fee of GHC20 is a one-time fee payable upon your child being accepted for registration upon enrollment. This method of payment is important for OSL quality planning for the care of your child.

Credit cards cannot be accepted for payment at this time. Please speak with the Principal (or Local Manager in her/his absence) if you cannot pay fees on time.

#### Part Time Care:

This option is currently not available. It will be considered when demand arises and resources become available to accommodate requests.

### Notice of Change of Child Care Fees

A fee schedule is available in the office. At least 3 months' notice will be provided of any change to the child care fees. Normally any changes would occur at the beginning of the calendar year.

### **Inclusion and Diversity**

The OSL is an inclusive and diverse charitable organization, therefore we welcome children of all backgrounds and family circumstances to our programs.

The OSL makes a deliberate effort to create supportive, socially inclusive and culturally sensitive

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environments, routines, transitions, programming and activities that are accessible, relieve stress and meet the needs of all children. OSL Child Care programs recognize and celebrate differences and unique abilities.

Inclusion is ensuring active and meaningful participation of every child in the program, regardless of gender, physical, cognitive, developmental, behavioral, social or emotional need. Educators will demonstrate positive attitudes when making program changes to accommodate all the children. Educators enable children to understand one another better by using materials like books, puzzles and toys, which address a full range of diversity (e.g., age, ability, culture, ethnicity, family composition, gender).

### **Focus on Girls**

OSL recognizes the challenges rural children face and the limited opportunities due to a variety of reality reasons e.g. location, and lack of resources among others. OSL strongly believe in human rights, gender equality and the importance of traditional values and humanity. For historical global perceptions, biases and sometimes traditional views, girls and women have been subjected to available opportunities that should be open to all genders and humanity without exception.

Therefore, OSL will consciously work to close the gender gap through opportunities, policy, leadership, participation, and our Educators commitment in all relevant activities. One Step Learning Opportunities Centre makes it a priority objective to empower rural children, especially girls and women. OSL will manage, direct, and control the project in Entumbil, Ghana, to advance literacy, prosperity, and equal opportunity in the community especially for girls and women.

### **Security/Strangers/Kidnap Avoidance**

- No unauthorized or non-registered persons including parents, guardians, adults, children, pastors, clergy, Imams, or strangers are permitted beyond the fencing around the premises
- Notify security (including the volunteer security on daily duty) as soon as you notice any stranger or non-familiar person on the premises
- Notify security if you see or notice the fence has been breached (including unusual holes, people jumping over fence or gates, unusual objects, fights beside the fence)
- Security (and volunteer security on duty) will deal with all breaches, including keeping the Principal (and/or Local Manager in her/his absence) at all times of the measures being taken or performed.
- Security calls back up of volunteers, staff and/or police as soon as it is reasonable to do so
- Security informs police as quickly as the situation is assessed and police involvement is warranted.

### **Hours of Operation**

Our hours of operation are Monday to Friday 7:30 am to 4:00 pm. Children may attend for a



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maximum of 8 hours per day unless individual arrangements are made with the Principal (or Local Manager in her/his absence).

There may be an additional charge for additional staffing if children are attending over the maximum hours per day.

### Holidays and Daycare Closures

OSL Daycare will be closed on regular statutory & civic holidays, as well as, take vacation breaks at Christmas, Easter and Summer (end of year). Those days will be recognized by OSL as off-days, and non-instructional days. Parents will be notified in advance accordingly and/or through government notifications.

### Daycare Absences

Parents are responsible for providing notification each day/daily in advance to Daycare Centre of all non-school attendance days, for whatever reason.

We value family feedback on our programs and invite you to share them with us. Please contact us at [contact@onesteplearning.org](mailto:contact@onesteplearning.org) with your comments on our handbook and policies.

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**PARENT HANDBOOK Summary**

**Agreement to Comply with One Step Learning (OSL) daycare Policies:**

- The Parent Handbook has been created to help you understand our policies and practices.
- It is important that you read this entire handbook before your child attends the Centre.
- Please note that we reserve the right to make changes at any time to our policies and practices.
- Parents will be notified of any changes that affect them.
- After you finish reading the Parent Handbook, please return the sign this page and give it to the Principal (or Local Manager in her/his absence), prior to or on your child's first day of attendance.
- By signing below, you acknowledge that you have read and understood the policies outlined in the OSL Parent Handbook. You agree to comply with the
- policies contained in this handbook and to read and comply with updated policies. You
- understand that this handbook is intended only as a general reference and is not intended
- to cover every situation that may arise at the Centre.
- Please speak with the Principal (or Local Manager in her/his absence) to clarify any

questions you may have about our policies. Your feedback on our policies is welcomed!

Child's Full Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name (Printed) \_\_\_\_\_

Date Signed \_\_\_\_\_

Comments : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_