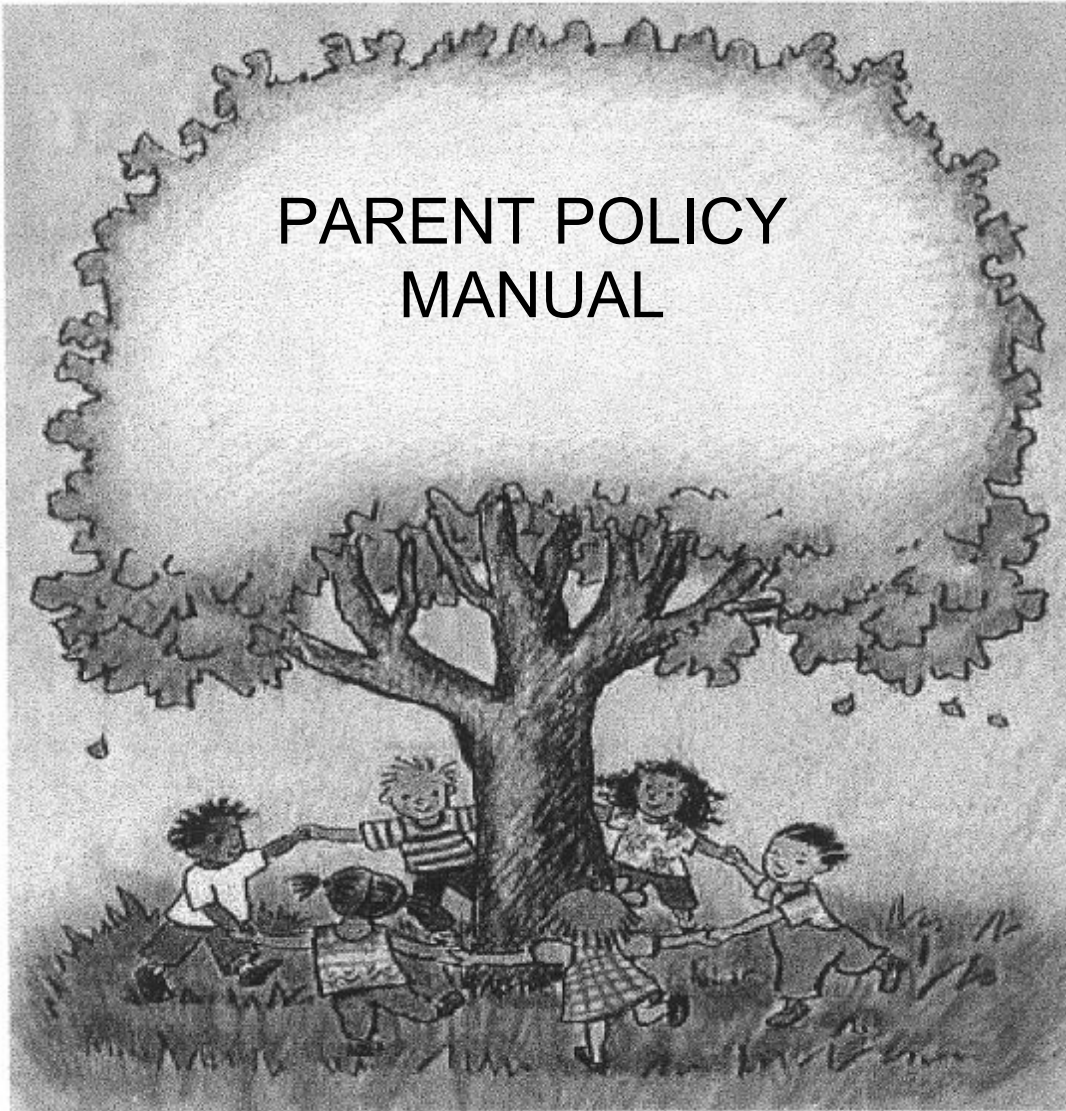


***Taché Community Day Care Inc.***



480 Senez Street  
Lorette, Manitoba  
ROA 0Y0

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## INTRODUCTION

The Taché Community Day Care Inc. (also referred to as “The Day Care”) is a licensed, non-profit organization, operating within the framework of Manitoba’s *Community Child Care Standards Act* and *Child Care Regulation*, which provides programming for children ages 12 weeks to 12 years. The Day Care is also a registered charitable organization.

Manitoba’s **Corporations Act** requires that a Board of Directors govern the Day Care and the members elected by the membership. Elections are held every March at the Annual General Meeting. As a member of our Day Care, one parent from each family is expected to attend the Annual General Meeting. We hope that you will consider running for a position on the Board.

This Parent Policy Manual outlines the philosophies, goals, objectives and policies of the Day Care Inc. Please familiarize yourself with the manual and complete the consent form on the last page. If you have any questions or concerns, please contact either the Day Care Director or a member of the Board of Directors.

Please note that our Day Care is a **peanut free centre**. For more information see the Snacks and Lunches section.

## WELCOME

We would like to take this time to welcome your child/children and family to Taché Community Day Care Inc. Our team of Early Childhood Educators looks forward to working with your child/children. We ask that parent(s) read through this Parent Policy Manual and keep it for future reference. Please read, sign and return all documents attached which request your signature(s).

Our team of professional Early Childhood Educators and Child Care Assistants deliver a childcare program consisting of a variety of developmentally appropriate activities which are aimed at enhancing individual child development in the areas of: social and emotional; cognitive (thinking and concept learning); language; fine motor and gross motor (physical); and self-help skills.

## PHILOSOPHY

Each child is a unique individual with rights for love, respect and quality childcare in a warm and nurturing environment. We believe that children learn through play and self-exploration. Children are provided with opportunities to grow socially, emotionally, physically and intellectually. Children are encouraged to develop self confidence, independence, creativity and appropriate social skills. They will have the opportunity to learn how to solve their own problems, become capable of thinking for themselves and gain respect for one’s feelings, property and environment.

Our team of childcare professionals tries to ensure quality care is provided to all children by providing a safe and nurturing environment. Since parents play the most important role in their child’s life, it is of utmost importance that parents/guardians and the childcare staff develop a trusting relationship and share information regarding their child/children with each other. This combined effort will indeed enhance shaping your child’s development.

**OUR VALUES**

- Taché Community Day Care Inc. offers its services to all families and their children, regardless of backgrounds, beliefs or abilities.
- Families are valued for their commitment to work /education, home and the community.
- Children have the right to a safe, secure and developmentally appropriate program and environment.
- All Staff are valued for their vision, their commitment to children and families as well as their education, experience and commitment to the profession of early learning and childcare.
- We value what we may learn from each other in a respectful and caring environment.

**OUR GOALS**

Our program goals are to provide:

- A safe, loving and nurturing environment for children in our centre.
- Opportunities for self-discovery, child initiated play and teacher directed activities.
- A stimulating program which responds to children's interests and needs.
- A stable routine with consistent discipline and child guidance.
- Opportunities for parent involvement and participation on excursions, attending board meetings, fundraising and volunteering at one of our special parties or events.
- Well-trained, professional and caring Early Childhood Educators and Child Care Assistants.

Our goals for your children are to develop:

- A sense of responsibility. Responsibility is the process of making choices and accepting consequences for those choices.
- Respect for themselves, other individuals and the property of others.
- Social skills such as sharing, turn-taking, cooperation, cleaning up after themselves and manners.
- Positive self esteem by encouraging children to take on new challenges, to learn from their errors and failures and by providing positive reinforcement and encouragement.

## ***INCLUSION POLICY***

Inclusion is an integral part of our program and **all** children are welcomed regardless of the type or level of disability. In order to best ensure the needs and full participation of a child with additional support needs the following factors may be considered:

- Referrals from professionals involved with the child.
- Outside resources which are made available to the Day Care.
- Available funding from Manitoba Child Care Program to ensure appropriate support for the child.

**Additional support needs** is a term which is used when children require some changes or adaptation of their environment in order to achieve their maximum potential.

- An Early Childhood Educator will be assigned to ensure all aspects of the child's program.
- With indirect consultation with Resource Agencies and therapists, the Day Care will follow clearly outlined recommendations presented at team meetings in order to ensure meaningful inclusion practices.
- An Individual Program Plan will be prepared collaboratively with parents, professionals, the Day Care Coordinator and selected childcare staff, so as to reflect the child's day outlining where direct support and/or alternate activities are required.
- All staff will work together with parents to ensure a meaningful and comfortable experience.

The proportion of children with disabilities accepted into the program at any one time will not exceed the natural proportion of the general population, which is 10-15 per cent of the total number of spaces the centre is licensed for.

Children with diverse needs will be:

- Entitled to the same hours and days of attendance available to all children; and
- Included in all aspects of our program including group activities and routines, through accommodations, modifications and extra support when required.

All parents, including parents/guardians of children with diverse needs, are encouraged to participate in various aspects of our program including becoming active on the Board of Directors or sitting on a committee and attending Individual Program Planning meetings for their child/children.

The Day Care believes in taking a leadership role in advocacy activities on behalf of high quality inclusive childcare. Examples of advocacy activities include working with government officials to change rules that limit the inclusion of children with special needs, and training and presentations on inclusion to staff, associations and the community.

## **CONFIDENTIALITY POLICY**

Information about your child, verbal or written, will only be released under the following circumstances:

- In case of an emergency or injury to your child, information may be released to the police authorities or medical staff attending the child.
- At the request of a parent/legal guardian of the child.
- To assist regular educators of the Day Care in caring for the child.
- In cases of suspected abuse, to the appropriate Child Services Department.

## **OPERATIONAL INFORMATION**

### **CONTACT INFORMATION**

Taché Community Day Care Inc. is located in the community of Lorette, Manitoba.

Mailing address: Box 520, Lorette, MB, R0A 0Y0

Facility address: 480 Senez Street, Lorette, MB, R0A 0Y0

Telephone: (204) 878-2286

Fax: (204) 878-4501

Email: [tachedaycare@mts.net](mailto:tachedaycare@mts.net)

### **HOURS OF OPERATION**

Taché Community Day Care Inc is open from 7:00 a.m. to 5:45 p.m., Monday to Friday, with the **exception** of the following days, which fall on a weekday or alternate day when on a weekend (usually the first regular work day following the weekend):

- New Year's Day
- Louis Riel Day
- Good Friday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving
- Remembrance Day
- Christmas Day
- Boxing Day

\*\* The Board recognizes the importance of professional development of our staff. The Board has made the decision to open on Easter Monday and close on an alternate day in May so **all** staff can attend the Manitoba Child Care Conference. Parents will continue to be responsible for paying fees for this day in lieu of Easter Monday. This practice has been approved by the Manitoba Child Day Care Office.

The Centre will close at 1:00 p.m. Christmas Eve and New Year's Eve.

## **CENTRE CLOSURES**

Tache Community Day Care makes every effort to remain open and operating as per our schedule. However, there may be emergency situations where this is not possible. Conditions that warrant closure include storm/blizzard, other natural disaster, health/epidemic crisis such as influenza pandemic, SARS outbreak, etc. that may occur. All regular closures will be posted in advance at the Day Care.

**In the event that a storm develops during the day, the Day Care closure will be consistent with the Seine River School Division / Division Scholaire Franco-Manitobaine No. 49.**

Parents will be expected to pick up their children immediately following school closure announcements heard on the radio. Staff will also attempt to call parents to notify them that they are required to pick up their child immediately.

In the event that the Seine River School Division is **closed due to unsafe highway conditions** or **extreme weather conditions**, the Day Care will also remain closed. Some of our staff travels from surrounding communities to come to work, as do many of our families attending the centre. The safety of our staff, children and parents is of utmost concern. Refer to note below\*\*.

\*\*Please note: check the Seine River School Division website after 6:30 am to view any closures.

- If it states *that the schools are closed or classes are cancelled and staffs **is not** to report to work, then the centre will remain close.*
- If it states *that classes are cancelled and staff **is** to report to work, then the daycare centre will be open. However, school-age care will not be available due to the short notice and not enough available staff to provide adequate supervision.*

Please note: because the school is our emergency evacuation site, the centre can only open when there is staff at the school so that we can enter if and when an emergency arrives. If the school is closed due to poor weather conditions or poor highway conditions and teachers are not to report to school, then we must close for this reason.

Parents can listen to CJOB Radio (680 am) or visit

<http://www.cjob.com/Community/Cancellations/Index.aspx> for updates on closure notices.

Parents can also call the centre after 6:30 am and listen to the answering machine for any closures. Parents will be expected to pay regular fees for the day(s).

In the event of a Health crisis or epidemic we will follow the instructions issued by the Regional Health Authority.

## **EMERGENCY PROCEDURES**

Evacuation procedures are posted in the Day Care. We have **five** evacuation doors at our main site:

- Front entrance door (facing south);
- Infant room door (facing south);
- Two preschool room doors (facing west); and
- One school-age room door (facing north).



At our school-age site, we have two evacuation doors:

- Back door
- Side door

All educators have assigned duties during evacuation procedures. Contingency plans go into effect when educators are absent.

Monthly fire drills will be held to ensure safety of children and educators.

Should an ambulance be required, the parent(s) will be billed for the service. Educators are not responsible for transporting children off the premises. **In the case of a medical emergency, the ambulance will be called first and then the parents will be notified.**

## ENROLMENT INFORMATION

### ***ENROLMENT POLICY***

Enrolment in the Day Care will be granted without discrimination in regard to gender, ability, ethnicity, creed or political belief.

The registration package shall include:

- Application and child information form;
- Parent Policy manual;
- Consent form; and
- Enrolment agreement.

For example, if a child on the infant list turns two, s/he is automatically placed on the pre-school waiting list based on the date of the infant application.

### ***WAITING LIST & DEPOSIT***

Parents are required to provide general information to place their child/children on the waiting list. There are separate waiting lists for the infant, preschool and school-age programs. Waiting lists are based on the date of application. For example, if a child on the infant list turns two, s/he is automatically placed on the pre-school waiting list based on the date of the infant application. Children of siblings presently attending the centre will be given priority on the waiting list for placement in the centre. Children enrolled in infant program will have priority over all, in entering the preschool program; children in the preschool program will have priority over all, in entering the before and after school program.

When a space in the Day Care becomes vacant, the parents of the first child on the appropriate waiting list will be contacted and offered the space. **The space is reserved for you only after having filled out the required forms and paid a non-refundable \$75.00 deposit.** The deposit will be reimbursed to the parent upon withdrawal of their child/children from the centre providing one month **written** notice of withdrawal is given and their fees are paid in full.

The Day Care is licensed for:

- 8 infant spaces (12 weeks to 2 years of age);

- 52 pre-school spaces (2 years to 6 years of age);
- 45 school-age spaces (Grade 1 to 12 years of age).

Any infant moving up to the preschool program will automatically receive a space **if one is available**. If no space is available, the parents will be notified that a space will not be available at the time. Temporary alternate care arrangements may need to be made by the parent until a space in the preschool program becomes available.

A preschool-kindergarten child **will not** automatically receive a space in the school age program due to the limited number of school age spaces available. If parents require a school-age space, they must notify the Director in writing as soon as possible. Their child's name will be placed on the school-age waiting list. Priority will be first given to: children already enrolled in our preschool-kindergarten program; secondly to siblings of children attending one of our programs; and thirdly children who are on the waiting list but not currently enrolled in our program.

### **TOUR**

Prior to enrolling your child into our program, parents will be given a tour of the facilities including the outdoor play area.

### **ENROLMENT PROCEDURES**

Once you have decided to enroll your child into our program, there are a few important steps to follow to complete the enrolment process:

1. Read the Parent Policy Manual. If you have any questions, please feel free to discuss them with either the Director or Supervisor prior to your child enrolling into the program.
2. Complete the registration forms in full and return them to the centre. All required information must be provided.
3. If applying for subsidy, complete the application in full; provide the required documentation and deliver it to Manitoba Family Services and Housing-Child Day Care located at 102-114 Garry Street. You can also apply on-line at **[www.gov.mb.ca/childcare](http://www.gov.mb.ca/childcare)**. It's important to verify with subsidy intake that your application has been received.
4. Upon receiving and reviewing your registration forms with either the Director or Supervisor, you will be informed of a start date as well as review the fee payment policies. You will be shown where your child's locker and mailbox is located.
5. First month's fees are due on the first day of daycare.

### **ENROLMENT AGREEMENT**

The Day Care's hours of operation are clearly posted at the Centre. At time of registration, the Director and parents will agree upon hours of care by completing and signing the **Enrolment Agreement**. Any abuse of these hours of care may result in additional fees or withdrawal of services. Refer to the Arrival/Departure section for more information.

### **YOUR CHILD'S FIRST DAY**

If your child has never been in a childcare program, the first day of daycare can be a frightening experience for them. Not only is it a new environment, there will be many new children and adults as well as new routine and new rules. In order to make this transition easier for your child, we would encourage parents to visit the centre with their child one or two times prior to

their child's first day. If that's not possible, coming in one-half to 1 hour earlier on your child's first day is recommended. This will provide you with some time to show your child around the room and help them become comfortable.

On your child's first day be sure to bring the supplies listed below along with your first month's fees:

- One or two extra sets of clothing to be left in their locker;
- A cozy blanket and cuddly toy for quiet time;
- Indoor shoes/runners;
- A supply of diapers, wipes and cream for infants; and
- A backpack.

**Please label all personal belongings with your child's name.**

Your child may experience "separation anxiety" for the first few days or weeks when they first start daycare. This is quite normal. Our staff is experienced with dealing with this and they will comfort and reassure your child. It is very important that parents arrive on time to pick up their child. Arriving later than usual can create anxiety for your child.

### ***PARENT VISITS AND PHONE CALLS***

Parents are encouraged to have short visits with their child at the centre prior to their official start date to help your child adjust to the Day Care. We understand that the first few days may be an adjustment for both parents and the child. Parents are encouraged to call the centre to ease their mind and to check in on how their child is doing.

With our open-door policy, we encourage and invite parents to drop in at any time to see how their child is doing, or to spend time at the Day Care playing with their child.

Parents are encouraged to call the Day Care at any time should they have any questions or concerns or if they just want to check in to see how their child is doing.

### ***ARRIVAL AND DEPARTURE***

It is the responsibility of the parent to see that your child is undressed of their outdoor clothing and that the clothing is placed in their assigned locker. **In the case of infants**, place all food and bottles in the refrigerator immediately upon arrival.

The Day Care assumes responsibility for children after they have been signed in by Day Care staff. Parents assume responsibility upon arrival at the Day Care.

Please inform the staff of any change in pick up times, who will pick up the child/children, etc. In the case of infants, please supply a report each morning in your child's notebook on how your child slept and all pertinent information that will help us care for your child. Parents of infants will be provided with a written report on your child's day. This will include information regarding diet, bowel movements, activities, naps, emotions and accomplishments.

Your child will not be released to any persons other than those listed on the Registration Form. An unfamiliar person to the educators will be asked to produce identification and the parent may

be called for verification before the child is released. Your child will only be released to an adult or individual 13 years of age or older. If parents do not pick up their child/children by closing time and if they cannot be reached by the educators, Child and Family Services will be contacted and the child/children will be taken into custody by the appropriate agency.

Parents are responsible to have an alternate person to pick up your children in case of any unforeseen delays in pick up time. Late fees will apply to late pick-ups (Refer to the Fee Schedule Section).

A copy of the "Child Custody Order" must be given to the Day Care to be kept in the child's file for reference. We are unable to withhold a child from a non-custodian parent unless we have this document. Updated copies of the Child Custody Order must be submitted as soon as they are received by the custodian parent or guardian.

### **RELEASE OF CHILD**

Only a person designated by the parent/guardian will be able to pick up a child. Once the person picking up your child has entered the Day Care, the child becomes their responsibility.

Your child can not be released to anyone under the age of 13. Anyone other than the parent picking up a child must provide photo identification before your child is released; if the person is not a designated person on the child's "pick-up" list and/or if the parent does not notify us the name of the person who will be picking up their child, their child will not be released. We will attempt to call parents. If we are unable to reach a parent for verification, the child will not be released. This is to ensure the safety of your child.

### **Drugs/Alcohol**

If staff suspect that a parent or authorized person who arrives to pick up your child is under the influence of drugs or alcohol and that their behavior could be a safety issue to your child, the following procedure will be followed:

1. Staff will call the parent/other parent in the case if it is a parent who is picking up the child, to request that an alternative person be called to pick up their child.
2. In the event you refuse to comply with staff, staff will call the RCMP of the person's suspected condition and provide them with their name, contact information, and if that person is driving, a description of the vehicle and license plate number.
3. Child and Family Services will be called.

### **WITHDRAWAL POLICY**

**Written** notice of withdrawal of your child must be given at least one month in advance. Fees for this one month must be paid regardless of whether your child will be attending the Day Care. Failure to provide proper notice will result in your deposit withheld and one month fees will be applied to your account.

When proper notice is given and fees are current and up-to-date, your deposit will be refunded.

### **PARENT PARTICIPATION**

Taché Community Day Care Inc.'s entire program is built on the understanding that we are assisting parents in caring for and educating their child. The decisions made by the staff and the Board of Directors are always made in the best interest of all children.

The Board of Directors is elected at the Annual General Meeting every March by the membership. **All parents** are members of the Taché Community Day Care Inc. As a member, **you are expected to attend the Annual General Meeting.**

### **Board Positions**

Parents are encouraged to run for positions on the Board of Directors and to participate on committees when required. The Board meets monthly, or as needed to discuss issues related to the operation of the Centre. The Board does not meet over the summer months and in December. Please call the Director if you are interested.

### **Fundraising Assistance**

Throughout the year, we stage events and projects to raise funds for new equipment, field trips etc. All monies raised go towards enhancing the children's program. If you would like to provide your assistance at one of the events or if you would like to be on our fundraising committee, please contact the Director.

### **Recyclables**

We are always looking for donations of clean and reusable beautiful junk. If you are not sure we can use "it", just inquire.

### **Volunteering on field trips/special events**

Parents are more than welcome to drop in at the Day Care anytime to participate in your child's activities or volunteer in the Day Care, on excursions or at special events.

### **Newsletter**

Newsletters are sent home with your child highlighting upcoming events, matters of concern, any changes made at the Day Care. We strongly encourage parents to take a few minutes to read the newsletters for upcoming events and important information.

### **Personal Updates**

In order to provide the best possible care for your child/children, the educators would appreciate knowing any important information regarding your child/children (i.e. recent separation, death in the family, illness, etc.). This information is kept strictly confidential and will help the educators to deal with your child/children with greater understanding.

### **Parent Information Board**

Upon entering the centre, there is a Parent Information Board on the left side of the hallway. The following information is posted and available for parents to review:

- Evacuation Plan
- Weekly menu
- Behaviour Management Policy
- Illness Policy
- The Child Day Care Act and our Provincial License
- A list of our Board of Directors and their contact information

- Staff schedule
- Daily schedules are posted in each room
- Current and upcoming Fundraising activities

In addition, we post upcoming events, articles of interest and other tidbits of information useful to parents.

### **Communication via email**

Please provide us with an email address on the registration form. This email address will allow us to provide you with important information. We will email invoices, newsletters and any changes at our centre.

## **FEE INFORMATION**

### ***PAYMENT POLICY***

- We are a government-funded centre. Our fees are set as per Manitoba Child Day Care Family Services and Housing Guidelines. Fees are subject to change as recommended by the Child Day Care Office, Department of Family Services.
- Parents will be given one billing period notice prior to a fee change. **Fees are charged on a monthly basis and are due in advance on the 20<sup>th</sup> of each month.** All fees are to be paid by cheque or money order. Cash will not be accepted.
- A “late fee payment” charge will be applied to accounts with outstanding balances after the 20<sup>th</sup> of each month (see “late fee payment” below).
- Overdue accounts will result in withdrawal of services if fees are not paid in full as per arranged by the Day Care Director.

### ***DEPOSIT***

Parents/foster parents are required to pay a **refundable \$75.00 deposit per child, upon registration.** The deposit will be reimbursed upon withdrawal of their child/children from the Day Care providing one month notice of withdrawal is given and fees are paid in full.

### ***REGISTRATION FEE***

Each year every family will be required to complete an up-to-date registration form for each child. This is to ensure that we have accurate information on each child as well as contact information of parents and individuals authorized to pick up your child/children.

**There will be a one-time registration fee of \$25.00 per child.** Both the fee and registration form must be returned by the specified due date. Failure to do so will result in suspension of care until this information is received.

| <b>FEE SCHEDULE<br/>Age of Child</b> | Type of Care | Charge per Child |
|--------------------------------------|--------------|------------------|
|                                      |              |                  |

|   |   |         |
|---|---|---------|
| <b>Infant</b><br>(12 weeks – 2 years of age)      | 4-10 hours per day                                    | \$30.00 |
|   | More than 10 hours per day                            | \$45.00 |
| <b>Pre-school age</b><br>(2 – 6 years of age)     | 4-10 hours per day                                    | \$20.80 |
|   | More than 10 hours per day                            | \$31.20 |
| <b>Kindergarten</b>                               | Before and after school                               | 10.40   |
| <b>School-age</b><br>(Grade 1 to 12 years of age) | Before and after school                               | \$8.60  |
|   | In-service and school holidays<br>4- 10 hours per day | \$20.80 |
|   | More than 10 hours per day                            | \$31.20 |

### ***EXTENDED CARE FEE***

An extended care fee will be charged to parents whose children spend 10 or more hours per day at the centre. Please refer to Fee Schedule above for amounts. We ask that parents monitor the hours their child attends daily so as we do not have to charge these extra fees. It is anticipated that your child will not require care beyond 10 hours recommended by the Child Day Care Office.

### ***LATE PICK UP FEE***

The Day Care closes promptly at 5:45 pm. You will be charged a late fee if you pick up your children after 5:45 pm. The charge is \$10.00 per child for the first 15 minutes or part thereof and then \$1.00 for every minute thereafter. This amount must be paid no later than the following day. After 5:45 pm., if we have not heard from the parents and other arrangements have not been made, Child and Family Services will be called.

\*\*\* After a third offence, childcare services may be terminated.

### ***LATE PAYMENT FEE***

If your fees have not been received by the 1<sup>st</sup> and 20<sup>th</sup> of each month, a late payment charge of **\$15.00 per month per family** will be applied to your account.

### ***NSF FEE***

There is a **\$15.00 fee for each NSF cheque**. After two NSF cheques, parents will be required to pay by money order. A late payment charge of \$5.00 per day will be applied to all NSF cheques.

### ***RECEIPTS***

Monthly receipts for payment of fees will be issued. Please retain your receipts for income tax purposes. Duplicate receipts are available upon request for a \$5.00 fee for each receipt. **There will be a \$10.00 charge for an income tax receipt.**

### ***SUBSIDY***

You may be eligible for subsidy through the Manitoba Child Care Program. Subsidies are determined by net family income. For further information, or to request an application form, call the Child Day Care Office at (204) 945-2197. Subsidy forms may also be available at the Day

Care or by applying online on the Government of Manitoba Child Day Care website [www.gov.mb.ca/childcare](http://www.gov.mb.ca/childcare). Parents who receive subsidy should pay close attention to the following sections of their subsidy decision form:

- **Allowable Absent Days** – These are the days predetermined by the Child Day Care Office and are the number of days your child may be absent from the program and still be covered by subsidy. If your child exceeds the predetermined number of allowable absent days, parents/guardians will be responsible for paying full fees for every day your child is absent. \*\*Foster parents: please request this information from the Agency.
- **Approval Period/Expiration Date** – It is the parent/guardian’s responsibility to renew your subsidy application form prior to the expiry date of your current subsidy approval period. Parents/guardians will be responsible for paying full fees during the period your old subsidy has expired and the new subsidy is approved.

**Note:** Parents are responsible for making sure that their subsidy application and all required documents are submitted to the Manitoba Child Day Care Office-Subsidy Intake. If you are re-applying for subsidy, be sure to do so at least one month prior to your current subsidy’s expiry date. It is important that you call Subsidy Intake to verify that they have received your application. You should receive a “subsidy decision form” from the Child Day Care Office within 3-6 weeks. If you do not receive one, you should call them to verify the status of your application. Parents/guardians are responsible for all fees not paid by the Manitoba Child Day Care Office-Subsidy. It is strongly recommended that parents apply for subsidy prior to enrolling in the Day Care.

## **FUNDRAISING**

Fundraising is an important aspect of our Day Care. **All parents/foster parents are expected to participate in fundraising activities.** The money generated by fundraising enables the centre to provide a comprehensive summer program. Parent/Foster parents will be expected to raise money participating in a variety of fundraisers throughout the year to pay for the summer program. All fundraising profits generated by each family will be put towards the cost of the summer program for each child/children. A detailed summary of the summer program costs will be handed out at the end of June. If a family has not reached their fundraising goal, each family will be charged the remainder to pay for the summer program.

If you have a knack for fundraising or if you would like to help out with fundraising events, you may be interested in joining our fundraising committee.

## **HEALTH and NUTRITION**

### **SNACKS AND LUNCHES**

The Day Care follows the Canadian Food Guide recommendations when preparing snacks and meals for the children. A copy of the daily menu is posted for parents' reference. The Centre supplies one morning and one afternoon snack consisting of three food groups.

We also offer an “optional” hot lunch program at a cost of \$3.00 per day. Should the lunch program fee change, parents will receive at least one month’s notice prior to the start date of the new rate. Lunch consists of four food groups.

Please inform the staff of any food allergies your child may have. The names of children who suffer from food allergies and their respective allergies will be clearly posted in the kitchen and in each of the rooms



Chewing gum, candy, chips and soda are not allowed in the Day Care.

**Due to allergies, we are a peanut/ nut free centre. No peanut/nut products are allowed in the centre** this includes such products as peanut butter, snack items made with peanuts/nuts and/or raw or shelled peanuts/nuts. We are requesting that all children wash their hands upon arrival to ensure that there no traces of peanut butter and to reduce the germs that are brought into the centre from the outside. Your assistance with this is greatly appreciated.

### ***NAP AND QUIET TIME***

All children will be required to have a quiet time. Each day between 12:15-2:30 all our infants, two, three and four year olds go for a nap or rest. Rest time is a part of every child's day at the centre. We believe the children who sleep are meeting their own need for additional rest. The child who sleeps is better able to cope for the remainder of the day and exhibits higher levels of tolerance, patience, enthusiasm, friendship, laughter and participation.

Some children may not require a full 1 ½ hour nap. They may only need a 1-hour nap or ½ hour rest period. If parents do not want their child to have a long nap, and prefer something shorter as opposed to no nap at all, please discuss this with the staff. Children who do not require a nap will be allowed to play quietly in another room and/or go outdoors.

**Parents are required to provide a bottom sheet and blanket for their child. Please label all items with your child's name. The Centre will not be responsible for lost items.**

### ***HEALTH AND MEDICATION***

The staff at Tache Community Day Care continually try to reduce the spread of illness with good hygiene and health & safety practices. Due to the high number of children from different families utilizing our centre, we run a greater risk of contracting bacteria and viruses. These health and medication policies were developed to serve the best interests of the children, their families and the staff.

1. As a precautionary measure, the provincial Day Care Office has recommended that we have a protective health policy against infectious and communicable diseases. We have devised a policy which applies to all children and staff at the centre.
2. Staff will use disposable gloves when assisting any child who is bleeding, when cleaning up blood and when assisting a child who has had a bathroom accident.
3. Please notify staff if your child has any medical condition such as diabetes, asthma, allergies, epilepsy, febrile seizures, heart conditions or any other medical condition not mentioned. Staff will need more specific information in order to provide any specific care your child may require. A care plan will be developed in consultation with a registered nurse or URIS (United Referral and Intake System), a provincial government funding mechanism that provides support to child with additional support needs.

Immunization is one of the most effective ways of preventing many common childhood illness and infections. Make sure your child's immunizations are up-to-date. The recommended immunizations for children are: diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, haemophiles influenza B and the H1N1 immunization (available in the fall of 2009).

## ***ILLNESS/SICK POLICY***

**Children who are too ill to participate in all aspects of the program should remain in the comfort of their home with family or friends.** Staffing does not always allow for the care of an “under the weather” child who needs one-on-one attention or is unable to participate in outdoor play. This is especially important in the infant room as the children are more susceptible in spreading and contracting germs resulting in the spread of illness, also for the protection of the other children and staff.

We ask that you call the Day Care if your child will be away due to illness. In the case of a communicable disease, it is important that notice be given to other parents in order to inform them that their child may have been exposed and to watch for symptoms. A medical clearance will be required for some infectious diseases before your child may be allowed to return to the Day Care. Should your child become too ill to remain at the Day Care, or should they appear to be lethargic or display erratic behavior due to illness, parents will be informed immediately and will be expected to make arrangements to have their child picked up immediately.

A child will not be allowed to attend the Day Care if one or more of these conditions occur:

- The illness prevents the child from participating in the regular daily program activities; or
- The illness results in greater need for care than the educators can provide without compromising the care of other children; or
- The child has any of the following conditions:
  - ▶ Diarrhea;
  - ▶ Fever over 100.4°F (38°C);
  - ▶ Hepatitis A , tuberculosis;
  - ▶ Impetigo, ringworm, scabies;
  - ▶ Measles, mumps, rubella (German measles);
  - ▶ Pinkeye (conjunctivitis) with yellow or white discharge (pus);
  - ▶ Rash - child needs to be seen by a physician so that a cause can be determined;
  - ▶ Strep throat;
  - ▶ Whooping cough (pertussis); and/or
  - ▶ Head lice.

**Parents will be required to pick up their child when they show signs of ill health, which may include:**

- An elevated temperature (anything over 100.4°F or 38°C);
- An acute cold with nasal discharge or coughing;

- Vomiting;
- More than 2 episodes of diarrhea;
- Red or discharge from eyes or ears; and/or
- Undiagnosed skin rashes or infections;

**Parents/guardians are required to sign the Illness/Sick Policy at the end of the Parent Policy Manual.**

## ***MEDICATION***

### ***Prescription Medication***

If you wish educators to administer prescribed medication to your child/children, a Medication Release Form must be completed and signed by the parent/guardian. The completed form must include the parent's signature and specific directions as to the time and dosage to be administered.

Regarding prescription medication, our Day Care follows section 14(12) of Manitoba's Child Care Regulation:

14(12) Every licensee who agrees to administer patent or prescribed medicine to a child in attendance at the licensee's child care centre shall

- obtain prior written permission from the child's parent or guardian;
- keep a written record of each dose, including the child's name, the parent's or guardian's signature, date, time and amount of the dose administered and shall initial the record after the dose is administered;
- accept only medicine brought to the child care centre by the parent or guardian, and which is supplied in the original container in the case of patent medicine, or in a container supplied for the purpose by a pharmacist in the case of prescribed medicine;
- designate one staff person on duty with the responsibility of administering the medicine; and
- ensure that the medicine is labeled with the child's name, expiry date, dosage, time and method of administration and is stored in a location which is inaccessible to the children.

**Educators cannot exceed package maximum dose unless it is accompanied by a physician's note.**

**Medication is not to be left in the child's locker.**

**\*\*\*Children requiring EPI pens will not be permitted to stay at daycare without a current dated EPI pen. It is the parent's responsibility to ensure their child's EPI pen is current.**

### ***Non-Prescription Medicine***

The policy for administering non-prescription medicine is as follows:

- **Tempra/Tylenol** – Parents are requested to supply Tempra/Tylenol for their child/children. Should your child develop a fever of 100.4°F (38°C) or over and is not exhibiting any other signs of illness such as vomiting or diarrhea, Tempra/Tylenol will be administered. **Parents will be called to pick up their child. No exceptions!**
- **Cough Medicine** – Non-prescription cough medicine will be administered according to the parent's instruction, not exceeding the package maximum dose.

No other non-prescription medication will be administered unless accompanied with a doctor's note or a URIS plan, specifying the dose, frequency, duration and name of medication. The Uris plan is renewed on a yearly basis.

Only one non-prescription medication will be administered at a time. If a parent requests that more than one non-prescription medication be administered, they both must be accompanied with a doctor's note or URIS plan which in addition to the above also states when each medication is given so as any contradictions with the medication are avoided.

The above medications must be in their **original containers** and be **clearly marked with your child's name**. You will be notified before any medication is administered. An authorization form must be filled out and signed before any medication will be administered.

## PROGRAM INFORMATION

### STAFF QUALIFICATIONS

According to provincial laws, two thirds of our Day Care staff must be trained Early Childhood Educators II or III. They must have a Diploma in Early Childhood Education, or equivalent that is recognized by the Manitoba Child Day Care Qualifications Officer.

Also, all of our staff:

- Must have a valid certificate in First Aid and CPR.
- Must undergo a child abuse and criminal records check.
- Will not be left alone with a child until the Day Care Director receives confirmation from the Manitoba Child Day Care Office that there are no noted records.

### RATIOS

Our Day Care's ratio of educators to children is as follows:

- Infants – 1 staff per 4 children
- Preschool (2 and 3 years) – 1 staff per 6 children
- Preschool (3 to 5 years) – 1 staff per 8 children
- Preschool (mixed age group 2 to 5 years) – 1 staff per 8 children
- School-Age (6- 12 years) – 1 staff per 15 children

There are times when the children will be given indirect supervision by the staff at the Centre. This generally will occur when older children are going to the washroom, when washing their

hands, or when going to another room to retrieve an item(s).

### ***PRESCHOOL CURRICULUM***

The interactions and relationships between staff and children are important to us. Interactions allow the staff members to better understand children and the behaviors they possess. Our staff members build relationships with the children by sitting at the table during snack and lunch time. The staff sit with the children during activities and free play. This gives the staff a good opportunity to interact with the children at the child's level and expand on children's conversations by using open ended questions. Story telling is another important way the staff interact with the children. Story telling can be done through books, felt stories, songs and poems. Story telling allows staff to build relationships with the children by role modeling appropriate behavior. The staff encourage interactions among children by allowing the children to guide their own play and the staff will intervene when necessary. It is important for our staff to build relationships with families and a better understanding of the children and their families. We build relationships with families by using many different forms of communication. The most important form of communication is through verbal communication. The staff will verbally communicate to the parents about their child's development. Staff write what each child did on an individual basis in individual communication books for all of our preschool children up to the Kindergarten room. Staff write on a large white board in each of the rooms. This white board is intended for parents to read what the group did as a whole that day. Staff use a digital picture frame to show pictures of their child's activities. Staff use scrapbooks, collages and pictures to allow the families to see what their child does on a daily or weekly basis.

Children need a play environment that promotes learning and development. This is done by the use of emergent curriculum. We start by observing the children and their interests, and then we use those observations to plan weekly activities. The weekly activities promote all five developmental domains. The five domains are cognitive, social, emotional, language, and fine motor and gross motor development. Using the observations we can expand on the activities and the child's play by adding props to the many different play centres. The play centres are set up to promote independence, self confidence and socializing skills. The many different play centres include dramatic play, fine motor, quiet area, and large motor activities. The weekly activities allow us to observe and expand on each child's development. The observations allow us to know each child's development capabilities and the staff can adapt the activity to accommodate each child individually or the group. We allow the children to learn through their experiences by asking open ended questions and allowing the children to express themselves, build confidence, self esteem and independence. The daily schedule and routines are based on the children, staff and families needs. The schedule and routine needs to be flexible, when the children, staff, families, weather and/or the room dynamics change the routine and/or schedule changes to accommodate.

We invite and encourage our family members to join our program by speaking to the children about any similarities or differences in culture, age or gender. We expose the children to the community to teach our children about the similarities and differences between each other by introducing them to the diverse members from our community. We encourage the children to ask questions.

### ***INFANT CURRICULUM***

Tache Community Daycare is committed to supporting quality programming within our Infant Program. The curriculum covers two components that are specific to infant care.

1. Care giving routines

## 2. Exploration and Play

Communication with children is fundamental to their cognitive development, and especially so during transitions. We use positive words for instance “gentle hands” when communicating with the infants. Continuity and predictability is also essential in gaining trust and learning daily routines. Infants are greeted by name, and involved in activities immediately upon arrival. We encourage interactions between the children and staff by using the caregiving routines as opportunities to talk about the children and their interests. We encourage conversations between the children by sitting at their level and role modeling positive interactions and redirecting interactions in a positive manner. Having a conversation with an infant is noticeably different than having one with a preschooler. The tone of voice used is quite often more “sing song” because it captures their attention. When an infant makes a sound while referring to a particular item or person, we will say the “correct” pronunciation. For example, if a child says “Ak” while a child named Jack arrives, we will say something like, “you’re right, Mary. Look, our friend Jack is here”. We also try to “give” the child the words they have not developed yet. When a child gets hurt, we may be heard saying something like, “oh look at Johnny’s face. Johnny is sad. This helps the children to learn empathy as well as it shows them what they can expect if they are hurt or sad. We also try to ask as many open ended questions as possible to encourage the children to communicate with us. We try to respond to every child in our program so that every child is made to feel “heard”, whether they communicate verbally or non-verbally. They need to know that whatever they are communicating to us is important and we want to “hear” it. Independence is encouraged at meal times, stairs are provided for them to climb so that they can wash up with supervision, the children are encouraged to pick a spot at the table and sit down at a child sized chair. We allow the children to eat independently or with help. We give them their own individual lunches and utensils, which allows them to choose what they are going to eat. We transition the children by following a schedule and routine, giving transition warnings and talking about what we will be doing next. We allow for flexibility in our schedule to provide for the individual child. If we are observing a child needing a nap we will allow for that time or if a child is hungry we will adapt our schedule to allow the child to eat. We observe and record our observations daily in personal journals. This allows us get to know each child and their family as individuals and helps us to be able to provide for their individual needs by changing diapers, giving bottles and napping them when needed. We extend this communication to families by providing a brief description about their nap time, lunch time, bathrooming time and their overall day in a personal journal. We also highlight activities on a white board about what type of group activities we implemented on that day and make time to be available to discuss any concerns with parents throughout the day. Verbal communication will help parents and teachers build a solid relationship that ultimately benefits the child. We work hard to enhance a parent board with relevant and thought provoking information about infant related topics for example infant nutritional information, as well as a monthly newsletter that include recipes and activity ideas parents can use at home. We invite parents to an annual family fun BBQ and on any activities we plan throughout the year. This allows the children to see us interacting with their family member as well as allows us to build a relationship with the families. We invite you to bring a family photo that we post amongst the others; this helps each child recognize “family”, which helps to enhance their self awareness as well as awareness of others. Individuality is respected and encouraged, as well as helping infants manage their emotions.

Children learn through play, and as such, we provide a wide variety of fine motor, gross motor toys as well as a variety of books and puzzles and photos to enhance their awareness of themselves, others and their environment. Our play space includes shelves holding a wide variety of toys including cars/trucks, blocks made from different materials of many different shapes, and sizes, plastic animals, balls, dolls & doll houses, and play food to go with the play kitchen. We also have large vinyl covered “blocks” that the children can climb on. We have a play kitchen that is rotated with other items that are used for gross motor such as rocking

horses, tunnels, slides, and much more. Our toys have been divided into 7 bins and are rotated on a weekly or bi-weekly basis depending on whether or not the children are still interested in them. We also have 2 bins labeled as miscellaneous and staff choose items from this bin to add to the shelves every few days. The decision of which items to add is made by staff based on the children's interests at the time. Staff does both planned and spontaneous activities with the children. Even though an activity may be planned for Tuesday, for example, it may not get done till Friday due to the children's interests and needs on that day. When staff plans activities, we document them on a dry erase board as well as in the child's journals so parents know what their child did that day. We also feel it is very important to verbally communicate the day's activities with the parents. We have a specific binder that we keep in our room that lists the planned activities. We have a daily schedule that is flexible. Even though it may have specific times for transitions, we understand that things may change throughout the day. There may be times when the children are very engaged in their play when it is time for a planned activity. When this occurs, we put the activity aside for another time and let the children continue with what they are doing. We feel it is important that the child knows that we respect them and will not interrupt their "work". We have realized that it is okay if lunch or activity time is a few minutes late, providing it is not creating any issues for any other children. Exposure to diversity helps infants understand about similarities and differences in races, cultures and abilities, this is offered through our books and pictures. Outdoor play is important as it teaches the children all about the environment, nature and their community. We plan and extend their play experiences into our community by going for small walks around the neighborhood. We recognize that all children develop at different paces and allow the children the freedom to explore at their own pace in a non structured group activity as well as during free play.

### ***INFANT ROOM SAFETY***

Please remove outdoor footwear when entering our infant area. This is to protect crawling infants' fingers and to keep our flooring reasonably clean.

Never leave a child unattended in the changing area. Please remember to wash your hands well before and after changing an infant. The educators will be happy to orient you to our diaper and toilet procedures.

### ***SCHOOL-AGE CHILDREN***

**Parents are responsible for notifying the Day Care when their child/children have a day off from school, a change in the school schedule, upcoming in-service days, and school field trips or if they will not be at daycare.** This is **extremely** important because when our staff is not notified your child will be absent, we assume your child needs to be at the Day Care after school. When they do not arrive, staff are required to contact parents or alternate persons to notify you/them that your child is not in attendance. This can be quite a frantic time as we do not know where your child is.

If parents neglect to inform the Day Care that their child will not be returning to the Day Care after school or that they will be absent, in excess of three times, care may be suspended or terminated.

### ***BEHAVIOUR MANAGEMENT POLICY***

A positive approach is used to guide all children. Each situation and child is dealt with individually. Discipline methods shall not permit "...any form of physical, verbal or emotional abuse or denial of physical necessities for any child in attendance," (Manitoba Child Day Care Licensing Manual).

Behavior management is the daily interactions between educators and children which promote positive behavior. Various techniques are utilized which help the children toward positive behavior and are based on a child's stage of development and age. These techniques are:

- **Redirection** – Guiding the child into acceptable options when engaged in an unacceptable activity.
- **Logical and Natural Consequences** – Endeavoring to make the child aware of the results of their actions.
- **Limit Setting** – Developing boundaries by the educator for the children as a group and for individual children according to each situation.
- **Modeling** – Demonstrating appropriate ways of interacting.
- **Providing Choices** – Outlining appropriate choices and encouraging children to make decisions for themselves.
- **Ignoring** – Ignoring some inappropriate behaviors and applying more emphasis and positive reinforcement for appropriate behaviors such as cooperation, kindness, sharing and respect.
- **Time Out and Thinking Time** – Removing a child from a situation that is distressing them for a short period of time which will allow the child to calm down. A child may also be removed from a situation in which they have chosen to repeatedly ignore the educator's request and now the child needs to sit for a short period of time and think about their actions and how they may correct them (depending on the age of the child). Prior to leaving time out, the educator will talk with the child regarding his/her behavior, actions and/or feelings.

Fair and consistent limits or rules based on a child's level of development are maintained. Children are reminded of these limits and the reason for why the limit exists is explained.

### **UNACCEPTABLE BEHAVIOUR**

Unacceptable behavior includes the following:

- **Angry outbursts** – The child may be seeking extra attention, especially if it occurs more often. In some cases a favorite activity or privilege may be denied if the outbursts re-occur.
- **Hitting or Kicking** – Children generally strike out at another child because of some form on interference or assumed interference from another child. Staff will intervene to stop the kicking or hitting. The child will be told that "hitting or kicking hurts and that it is not acceptable," or that "hitting and kicking hurts and I don't like it when you hurt my friends." Children will be encouraged to "use their words and not their hands or feet."
- **Biting and Spitting** – This is a response to extreme frustration. Children will be observed so as to determine when this is most likely to occur. Knowing this, staff will be more alert and can intervene more readily. Children will be taught how to "use their words" and that "biting hurts."
- **Destruction of property** – Respect for personal property shall be taught to all children. Acts of aggression and neglect with regard to personal equipment including books, toys and furniture, is not allowed. Children who do not follow this rule will not be allowed to



play with the toys, books, etc. until they have agreed to follow the rules. Parents will be responsible for replacing any toys, books or equipment intentionally destroyed or damaged by their child.

- **Swearing** – Swearing and other forms of foul language are not acceptable in our Day Care. Children will be spoken to immediately in regards to their choice of words. If it continues, the child's parents will be informed and will be requested to meet with the Day Care Director.

All incidents will be documented on an "Incident Report" form. Parents will be requested to read and sign all incident reports regarding their child. If there is evidence of ongoing behavioral concerns, parents will be called in to discuss a plan of action.

**Physically hurting Day Care staff** – This occurs more often with older children when some form of interference or assumed interference from a staff person occurs. Our staff needs to look out for the safety and best interest of all the children in their care.

Physically hurting our staff will not be tolerated. The proceeding steps will be followed:

Upon the **first** occurrence parents will be:

- Notified immediately.
- Requested to pick up their child immediately.
- Requested to read and sign an incident report.

Upon a **second** occurrence, the above steps will be followed and your child will be suspended from the centre for 2 days.

Upon a **third** occurrence, childcare services will be terminated effective immediately.

**Any occurrence of verbal abuse, physical abuse or uttering threats by a parent towards Day Care staff will not be tolerated. Depending on the situation the RCMP may be called in and/or childcare will be terminated.**

### ***DISRUPTIVE BEHAVIOUR***

Disruptive behavior will not be tolerated. We reserve the right to dismiss a child/parent from the Day Care if the child's or parent's continued behavior is such that it causes undue stress on the children or educators.

Educators will try to deal with parental disruptive behavior in a pro-active and positive manner. Educators will make every effort to deal with children's disruptive behavior in a positive way, according to our behavior management policy. Continued disruptive behavior on the part of parents or children will result in a meeting. At this meeting, an action plan will be established to help overcome this behavior.

Should the disruptive behavior continue, the Day Care reserves the right to withdraw childcare services.

### ***PARENT BEHAVIOUR***

Verbal abuse towards staff by parents as well as swearing in the presence of children and/or staff will not be tolerated. Staff are required to document any occurrence of such behavior and bring it to the attention of the Day Care Director. The Director will notify the Board of Directors

who will decide if the parent will be given a warning or if care shall be terminated depending on the severity of the verbal abuse. If parents have any concerns or complaints they are encouraged to address them with either the Director or Supervisor in a professional manner.

### **TRANSPORTATION**

Parents are responsible for dropping off and picking up their child daily and, if required, making alternate arrangements.

Kindergarten children will be walked to and from school by an early childhood educator or child care assistant unless a written permission slip is signed by the parent stating otherwise.

School-age children will walk to and from school. **All children must arrive at the centre no later than 8:15 am.** The staff will walk the children to the park at either E.L.I or D.T.S school. The school takes responsibility for the children once on school grounds. After school the staff will meet the children at the designated meeting area and walk back to the centre. We have arranged for a school bus to pick us up in the morning on cold days of -35 or lower. The bus will pick us up by 8:25am.

Field trips are a way of exposing children to the community. Parents will be given notice when such trips are to occur and will be asked to sign a permission form. Transportation for all field trips will be provided through a reputable transportation company.

Pre-school children will walk holding hands in a safe manner under adequate supervision when they are en-route to a destination other than our own playground.

Parents are responsible for dropping off and picking up their child daily and, if required, making alternative arrangements.

Information will be posted in the information book as to our whereabouts when we leave the Day Care.

### **FIELD TRIPS**

Field trips are a way of exposing children to the community. Parents will be given notice when such trips are to occur and will be asked to sign a permission form. Transportation for all field trips will be provided through a reputable transportation company. Parents are welcome to join their child and/or the centre on field trips. Please notify the staff in advance if you are planning to attend a field trip.

### **CLOTHING**

Please make sure that your child wears appropriate play clothes. In outfitting your child, keep in mind the changeable weather, your child's comfort and the activities s/he will be involved in throughout the day (painting, gluing, outdoor play, running, climbing, occasional food spills, etc.). Therefore, simple, washable, sturdy clothing with easy fastenings are recommended.

Each child must have an extra set of clothes (pants, shirts, underwear, socks) in their locker. All clothing should be labeled with your child's name. Label clothing with a clothing marker.

**Indoor runners or shoes with black soles are not permitted as they scuff the floors with black markings.**

For health and safety reasons, whenever inside the Day Care, all children are required to wear indoor footwear at all times. During the winter and on wet rainy days, children are expected to change from their outdoor to indoor footwear.

***The day care cannot be responsible for lost or damaged items. All items misplaced will be put into a lost and found box.***

### **INFANTS**

It is the parents' responsibility to supply diapers, miscellaneous items such as Vaseline, baby food and formula or milk. These items will be used only for the child they were supplied for.

### **TOYS FROM HOME**

Other than toys for naptime, we ask that parents do not allow their children to bring their own toys from home unless specifically requested. These toys often get lost or broken causing unnecessary upset. If a child does bring a toy from home, s/he will be asked to put that toy in their locker until s/he is picked up and taken home. Toys that depict violence such as guns, swords and scary masks are not permitted.

Show and Tell occurs on a regular basis.

School age children are encouraged to bring their favorite books, toy, or game from home to play with on scheduled days. Please check with the school-age staff for dates.

### **MAILBOXES**

Each family will be provided with a folder labeled with their family name, which will serve as their mailbox. These files are located in the main hallway in a file holder. Be sure to check your mailbox regularly for fee invoices, receipts, fundraising news, newsletters brochures, etc.

### **PARKING LOT**

When you drop off and pick up your child/children, **please park in the first two stalls on the east side of the drive through lot.**

The stalls on the west side are reserved for staff. Please do not park in these stalls. Some of the staff vehicles have been damaged when children have opened cars doors that have struck staff cars leaving behind a dent and/or chipped paint. These repairs can become quite costly.

Please do not stop or park directly in front of the building. The Fire Commissioner has deemed this area as a fire lane and it must be kept clear at all times.

### **School Age Program Location:**

**Please park in the designated parking locations in front of the building on Dawson Rd.**

The children use the parking lot at the rear of the building and the grassed area, for outdoor play weather permitting.

***COMMENTS OR CONCERNS***

We do our best to meet your child's needs during the hours in care. If you have any suggestions for us, we will be pleased to hear them. If you have a complaint or a concern, please work with us to resolve them.

Make sure you know who your child's primary caregiver is, and approach him/her first. If you are not satisfied with the response, arrange to meet with the Day Care Director. Issues about centre policies, procedures and fees are to be referred only to the Director and in her absence, the Supervisor.

## ILLNESS/SICK POLICY

Children who are too ill to participate in all aspects of the program should remain in the comfort of their home with family or friends. Staffing does not always allow for the care of an “under the weather” child who needs one-on-one attention or is unable to participate in outdoor play. This is also for the protection of the other children and staff.

We ask that you call the Day Care if your child will be away due to illness. In case of a communicable disease, it is important that notice be given to other parents in order to inform them that their child may have been exposed and to watch for symptoms. A medical clearance will be required for some infectious diseases before your child may be allowed to return to the Day Care. Should your child become too ill to remain at the Day Care, or should they appear to be lethargic or display erratic behavior due to illness, parents will be informed immediately and will be expected to make arrangements to have their child picked up immediately.

A child will not be allowed to attend the Day Care if one or more of these conditions occur:

- The illness prevents the child from participating in the regular daily program activities; or
- The illness results in greater need for care than the educators can provide without compromising the care of other children; or
- The child has any of the following conditions:
  - ▶ Diarrhea;
  - ▶ Fever over 100.4°F (38°C);
  - ▶ Hepatitis A , tuberculosis;
  - ▶ Impetigo, ringworm, scabies;
  - ▶ Measles, mumps, rubella (German measles);
  - ▶ Pinkeye (conjunctivitis) with yellow or white discharge (pus);
  - ▶ Rash - child needs to be seen by a physician so that a cause can be determined;
  - ▶ Strep throat;
  - ▶ Whooping cough (pertussis); and/or
  - ▶ Head lice.

**Parents will be required to pick up their child when they show signs of ill health, which may include:**

- An elevated temperature (anything over 100.4°F or 38°C);
- An acute cold with nasal discharge or coughing;
- Vomiting;
- More than 2 episodes of diarrhea;
- Red or discharge from eyes or ears; and/or
- Undiagnosed skin rashes or infections;

**Please read, sign and return this sheet only to the Day Care Director or Supervisor by the designated date as your child will not be admitted unless all of the following agreement is provided and the Illness/Sickness Policy is signed:**

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT POLICY AGREEMENT

Please read, sign and return this sheet only to the Day Care Director or Supervisor by the designated date as your child will not be admitted unless all of the following agreement is provided and the parent policy is signed:

- I agree to complete a new registration form by October 30<sup>th</sup> of each year and pay a onetime registration fee of \$25.00 per child. In addition, all new children to the Day Care will be charged this fee at the time of enrolment.
- I agree to pay a \$75.00 deposit at the time of enrolment to secure a space at the Day Care. This deposit is refundable only upon giving one month written notice of withdrawal and that all fees are paid to date. If I fail to provide one month written notice, I will be responsible to pay one month of fees in lieu of notice plus any outstanding fees.
- As the parent/guardian/foster-parent I agree to pay fees as required.

I have read and understand the Parent Policy Manual and agree to abide by all of the policies outlined therein.

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian/Foster Parent's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's or Supervisor's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this sheet along with the following forms and payments:

- Registration Form
- Enrolment Agreement
- Illness/Sick Policy Agreement
- A deposit of \$75.00
- A registration fee of \$25.00 per child
- First month's fees in the amount of \$\_\_\_\_\_