



Fort Garry

Child Care Centre Co-op Inc.

Fort Garry Child Care Centre Co-op

Preschool Parent Handbook

2019 Edition

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MESSAGE FROM OUR BOARD OF DIRECTORS

Dear Families,

Welcome to our Co-op.

Our Vision

Fort Garry Child Care Centre Co-op Inc. strives to achieve excellence in child daycare services...responsive to the needs of children. Families and community.

Our Mission

To provide child daycare services for the families of Fort Garry and to be true to the values of non-profit, co-operative governance.

We are a Non-Profit Registered Charity that functions under the direction of a volunteer Board of Directors that consists of parents and community members. We are licensed by Manitoba Early Learning and Child Care to accept up to 55 preschool children, aged 2 to 5 years, at our Pembina Hwy location in Manitoba Institute of Trades and Technology Campus (MITT). In addition, we are licensed for 30 school-age children, ages 5-12 years, at our École Viscount Alexander School location, 20 kindergarten children and 30 school-age children at our Oakenwald School location and 30 school-age children at our Henry G. Izatt School location.

This handbook was designed to help explain in detail our policies and procedures established by the Board of Directors to meet the needs of the children. Please read through this booklet carefully and if you have any further questions feel free to ask any of the management or Early Childhood Educators for further clarification.

This booklet is designed to be a binding contract between you, the parent/guardian, and the Co-op. Each registered family become a member of the Co-op with the expectation of active involvement in our organization through different forms of volunteerism as outlined in this handbook.

We all want the very best for our children and through our Co-op we all contribute to their happiness and well-being. In return, we benefit as well. Our hope is that our Co-op will continue to grow and thrive, just as our children do.

Welcome to the Co-op family! To contract any of the below members, please email the Executive Director who will forward your email to them. Current Board of Directors...

Lauren Hauser Chair/President; Natasha Humeny Vice Chair/President; Sherif Fahmy Treasurer; Wendy Murphy Secretary; Members: Eduardo Burd, Chris Ross, Yodit Richardson, Kristi McKinney, Cao (Shine) Shan Members at Large: Tanya Van Den Bussche

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A: THE CO-OP'S Organizational Structure

A1: THE EXECUTIVE DIRECTOR

The Executive Director, reporting to the Co-op's Board of Directors, is responsible for the operation and management of the Co-op. The Director ensures that the Co-op is in compliance with provincial regulations set by Manitoba Early Learning and Child Care, Winnipeg Fire Department and Public Health while at the same time tailoring the programming at our Co-op to meet the needs of our children and member families. Feel free to book an appointment to meet with the Executive Director if you have any suggestions or comments. The Executive Director is your main link between the Board of Directors, Management, Early Childhood Educators, program information, and the needs of your child.

A2: THE MANAGEMENT

The Management consists of two Assistant Directors, Preschool and School Age Supervisors and Assistant Supervisors. This hard working team reports to the Early Childhood Educators to assist with program delivery and management of the programs.

A3: THE EARLY CHILDHOOD EDUCATORS

The professional and qualified Early Childhood Educators work hard every day with each and every child, planning fun and exciting activities. Their main responsibility is the safety and care of the children. Communication between you and the Early Childhood Educators is encouraged, at appropriate times, if you have any questions/concerns/comments regarding your child. Our Early Childhood Educators is comprised of Child Care Assistants and Early Childhood Educators Level 2/3.

A4: THE BOARD OF DIRECTORS

The Board of Directors consists of nine members. At the annual general meeting, the membership elects the Board of Directors, which serves a two-year term. The Board acts on behalf of the membership in accordance with *The Co-operatives Act* and the Charter By-Laws. The Board meets on a regular basis to transact business. Check information boards for contact information for members as well as the minutes of the meetings.

A5: EARLY CHILDHOOD EDUCATION STUDENTS

As partner with the Manitoba Institute of Trades & Technology, we welcome into our centre college students who are studying for their Early Childhood Education diploma. We also welcome students from other educational facilities. These students are supervised by the Co-op staff, are not counted into the ratios and are not left unsupervised with the children. All students had criminal records checks and child abuse registry checks completed prior to enrolling into the ECE Program as an enrolment requirement by the college/educational facility. An exception to this policy is junior high and high school students under the age of 18 years since they are not able to obtain these record checks. These students will not assist with any diapering or toileting of the children.

These students contribute significantly to our program and to the education of your children. Students will gain practical experience and bring new ideas to the centre.

B: REGISTRATION & ADMISSION

B1: CHILDREN ACCEPTED BY THE CO-OP

1. The preschool/ kindergarten program accepts enrollment of children 2 – 5 years.
2. The preschool / kindergarten accepts children on a full-time basis; 5 days per week.
3. Priority is given to filling Co-op spaces with children attending full-time as well as providing space to member families with other children already attending the Co-op. Priority is given by enrollment date.
4. Our program is inclusive to the needs of children enrolled. The Co-op will do its best to meet the child's needs within the program based on available support from the Province of Manitoba and outside agencies.
5. Children enrolled in the preschool program who are moving into kindergarten may be transferred into the school-age program only if space permits. The Co-op cannot guarantee space in the school-age program and families should not assume a seamless transition between preschool and school-age programs. Again, priority will be given to families already enrolled in the Co-op.

B2: MANITOBA INSTITUTE OF TRADES AND TECHNOLOGY (MITT)

STUDENTS

Each September the Co-op designates 16 full-time preschool child care spaces for MITT Employees or students. Child Care fees are still apply during college closures including Winter, Spring and Summer breaks.

Once students have completed their studies at MITT, the child care space will be terminated. Should a regular child care space immediately become available, the graduating student will be given first priority on receiving that space.

B3: ADMISSIONS

Please ensure the Co-op management has all the necessary information prior to your child (ren) starting at the Co-op. All the required information must be submitted to the Co-op management prior to your child (ren) starting at the Co-op.

This allows for a smoother entry for your family into our program. Before your first day:

- a) An orientation/tour will be provided at the Co-op.
- b) All registration and consent forms must be completed and returned to the Co-op.

B4: INCLUSION POLICY

The Co-op strives to offer an inclusive environment that provides developmentally appropriate group experiences for all preschool children in a safe, stimulating, and child-centred environment. We welcome and accept children and Early Childhood Educators of all abilities and cultures at our child care Co-ops.

Our indoor and outdoor environment is designed to allow all children to fully participate and engage in all activities with their peers and Early Childhood Educators. Equipment and toys are arranged so they are at the children's level to allow them to move freely, socialize with their friends, and make choices based on their abilities, interests, and needs. Our program schedule and routines are flexible each day to meet the needs of each child and their family.

We respect and value input from parents and encourage them to be part of the decision-making process in creating their individual child's goals. We will work with parents by consulting with early intervention professionals who have valuable knowledge and expertise to share with each other. The Co-op is committed to seek support and provide staff guidance, and training to support and implement an inclusive environment.

B5: YEARLY REGISTRATION

In April, a mini registration/summer vacation form is sent out to families currently enrolled in the program. Families are asked to confirm their need for space for another year by the May deadline date to be given priority on continued enrollment. Where conflicts on space arise, such as preschool children moving into the kindergarten program and kindergarten children moving into the school-age program, first priority will be given to children who have siblings in the Co-op. The second priority will be based on enrollment date. Children enrolled in the preschool program are NOT guaranteed a space in the school age program.

B6: CHANGES IN SCHEDULE, WITHDRAWALS

The Co-op requires two weeks' notice for any changes in your child (ren)'s attendance and schedule. This can have a great impact on staffing depending on the time(s) of day and the number of children in your family who attend the Co-op. Advance notice provides the organization to maintain safe ratios and keep costs down.

B7: VACATIONS

Please let the Co-op know if your child (ren) will be away for an extended period of time. A child will be considered withdrawn after being absent for five consecutive child care days if no notice, reason or payment has not been received by the Co-op. Fees are charged for any absent days.

C: CHILD CARE FEES AND PAYMENT

C1: FEE SCHEDULE

Preschool and Kindergarten Care Daily Rates (4-10 hrs) \$20.80

Extended Care (Between 10 to 11 hrs) \$31.20

***Full Fees are charged regardless of attendance including general and statutory holidays (see chart section C3), illness and vacation days.

***The Co-op will also close for a professional development day in May for the Co-op staff to participate in. Full fees will be charged for this day in lieu of Easter Monday as the Co-op is open on this day. This has been recognized and approved by Manitoba Early Learning and Child Care.

Monthly Family Membership Fee

The monthly family membership fee is \$10.00 per billing period (13 billing periods in a year) plus 2 hours of volunteer service or donations per month (See Parent Participation Section D5). This fee is charged in addition to the child's daily rate as noted above.

Starting this year the membership fee will be used to enhance new initiatives in literacy and STEAM (Science, Technology, Engineering, the Arts and Mathematics). New equipment and programming materials will be purchased to create hands on educational stations for the children to circulate through and resource kits for the children to explore. The child care centres will also be moving towards creating natural environments by upgrading our equipment and materials.

Special Lunch Fee

Each month our preschool program will provide a special lunch. A \$4.00 fee will be added to your invoice each month. Please let the office know if you wish to provide your own lunch instead for your child and this fee will not be automatically added to your invoice.

Field Trip/Special Event Fee

During the year and especially during the warmer months, the children may have an opportunity to explore other educational sites such as a farm or a zoo. Special guest speakers may also come for presentation or special activities. A maximum fee of up to \$10 may be charged per event. Parents will be provided with 30 days' notice and can choose if they wish for their child to participate or stay back at the centre.

Forgotten Lunch Fee

If a child does not have a lunch at the centre, parents will be contracted to see if they can supply a lunch for their child or if they would like the centre to make a lunch for their child for that day. If a parent/guardian cannot be reached by 11:15 am, a lunch will be automatically made. There is an additional \$5 fee for lunches made by the centre.

C2. NON-REFUNDABLE SECURITY/REGISTRATION DEPOSIT

When you enroll at the Co-op, a non-refundable deposit of \$200 for preschool children and \$100 deposit for school age children is required to hold your child's space. Upon receipt of this security/registration deposit and submission of your child's completed registration forms; your child's space is then confirmed and held until the first day of attendance with the Co-op. If your child care plans change you choose for your child not to attend the program, the deposit will become the property of the Co-op and will not be

refunded. For children continuing enrollment in the program, the security/registration deposit will be applied to your child's first month fees.

C3. ADDITIONAL FEES

In 2018, The Manitoba Early Learning and Child Care Program outlined fees for additional services that funded licensed facilities may charge. The additional fees indicated by the Province could include administration & registration fees; bank transaction fees; transportation fees for field trips; lunch and snack fees; sunscreen and/or bug spray fees; field trip fees; additional special event fees such as music lessons when an outside instructor is brought in or lunch fees.

The Co-op reserves the right to review cost and fees on an annual basis. Should additional fees be added, family will be provided with a 30-day notice. There will also be an option for families to opt out by providing their own or not participating in an event.

C4: CHART OF HOLIDAYS

New Year's Day *Closed the Monday if New Year's Day falls on a weekend	January 1	Labour Day	First Monday in September
Louis Riel Day	Third Monday in February	Thanksgiving Day	Second Monday in October
Good Friday	Friday before Easter	Remembrance Day *Closed the Monday if Remembrance Day falls on a weekend	November 11
Professional Development Day	TBA Closed one Friday in May	Christmas Eve (<i>Closed at 12:00 Noon</i>)	December 24
Victoria Day	Monday on/before May 24th	Christmas Day	December 25
Canada Day *Closed the Monday if Canada Day falls on a weekend	July 1	Boxing Day	December 26

Terry Fox Day	First Monday in August*	New Year's Eve (Open regular hours)	December 31
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***** WE ARE OPEN ON EASTER MONDAY*****

C5: SUBSIDY

Provincial Government subsidy for parents' fees is available through an application process to parents who qualify. Parents wishing to apply for subsidy should do so by requesting an application form from our office or Manitoba Early Learning and Child Care (prior to enrollment). If subsidy has not been approved by your child's enrollment date, then you are responsible for paying full fees for each billing period until the Co-op has received the subsidy decision form. If subsidy has been approved you will be provided a Subsidy Advisor, this person will be your contact to make inquiries, changes and re-application. Once approval has been confirmed, refunds or amounts owed to the Co-op may be backdated to the start dates of subsidy approval.

Parents are responsible for the allowed unsubsidized fee plus any applicable family portion. Children are given a number of allowable absent days based on the length of their subsidy. If absent days are exceeded including illness, vacation or other reasons, parents are responsible for paying any fees not covered by their subsidy. It is your responsibility to keep track of your child's absent days.

If your child has an extended illness, you can obtain a doctor's note verifying the reason for the absence and submit it to your Subsidy Advisor. The Provincial Subsidy Office may consider the application for adjustment and will either give back those days or deny your request. You will be required to pay the full fees before the decision is made. The required adjustments will be made to your account when the Executive Director receives confirmation from the Provincial Subsidy office as to the status of the days in question.

Please ensure you are aware of your subsidy approval dates. It is your responsibility to make the re-application and submit required documents on time in order for subsidy to continue.

C6: MAINTAINING SUBSIDY

To maintain your subsidy and keep your file open, you must notify the Provincial Subsidy Office of any changes regarding: employment termination, school withdrawal, increased/decreased income, new employment, and/or change of address. It is essential that all requests for information and subsidy renewals are returned promptly to prevent disruptions to your coverage. Subsidy applications are not processed until the date

received. Late applications or missed information can create undue financial stress to you, as fees revert to the full daily rate.

C7: BILLING PERIODS

Child care fees will be invoiced at the beginning of each billing period. There are 20 days in each period with a total of 13 billing periods per year. Child care fees are due at the beginning of each period. Invoices will be emailed to you or placed in your child's mailbox by request. You are responsible for the cost of the daily space your child is registered for, not for the days they attend. This includes any days your child is absent, on vacation, General and Civic holidays indicated in C3.

C8: PAYMENT

Cash payments over \$20 will not be accepted due to security reasons.

Payment Options:

1) Post-dated Cheques

Parents can provide post-dated cheques until end of June. A fee schedule with the estimated fees will be provided. Any fee adjustments will be made in June or when the child is withdrawn from the program.

Please make cheques payable to the Fort Garry Child Care Centre Co-op or shorten version FGCCC.

2) Electronic Funds Transfer (e-transfers)

From your online bank account you can send us your child care fee payment each billing period. Please note parents are responsible for any fees charged from your bank.

*Use email: **fgcckidsfees@hotmail.com***

*Use this password for your security question: **myfees1555***

For security reasons please do not email the security question answer or include it in the e-transfer security field. Please write your child's name in the memo box.

Income Tax Receipts

Will be provided free of charge for the year and will be distributed before the end of February the following year.

C9: OVERDUE CHILD CARE FEES NEED TO REVISE-SEE WENDY'S DOCUMENT IN FILE WITH SUGGESTIONS

Payment is immediately due at the beginning of each billing period. If we have not received your payment two weeks after the due date, you will receive a statement requesting payment. After four weeks of not receiving your payment, your child care services will be suspended until payment has been received. After six weeks of not receiving your payment, your child care spot will be filled and your account will be sent to a collection agency/small claims court.

We realize at times families may incur some financial difficulties and may be unable to make their payment within the two-week grace period. Please discuss with the director a payment plan to avoid having your child care services suspended.

For NSF cheques, you will be charge a \$25 fee. Payment will be due immediately.

C10: NON-SUFFICIENT FUNDS FEES

A \$25 additional fee will be charged for a NSF (Non-sufficient funds) cheque to recover bank charges incurred by the facility when a family provides a NSF cheque. This would be consistent with the Policies and Procedures for Funded Centres: Fees for Additional Services from the government.

C11: LATE PICK-UP

The Co-op closes all locations at 6:00 p.m. We ask that you arrive at least 10 minutes prior to 6:00 p.m. to have your child ready to leave prior to closing time. Many of our permits require that we be out of the building by 6:00 p.m. If you realize you may be late, please call the Co-op before 6:00 p.m. to notify the Early Childhood Educators of your situation. Please note that a late pick up fee will be charged 1 – 15 minutes = \$15.00 and 16 – 30 minutes = \$30.00 and \$30 for each additional 15 minutes. This fee will be added to your next invoice. Additional late incidents will result in termination of child care services.

D: PARENT ROLES

D1: DAILY ENTRY AND EXIT INFORMATION

The policies listed below will help start your child's day off smoothly, to make our Early Childhood Educators feel respected and informed, and to assist the Co-op in providing the safest and most comfortable environment for your child (ren).

Entry:

- Parents must bring their child into the child care centre and verbally inform a Early Childhood Educators member on duty of your child's arrival.
- The Co-op can only assume responsibility for your child once they are marked in attendance for that day.
- Help your child take off their outdoor clothes and place the clothes and their lunch in their locker.
- Washing hands upon entering the Co-op will help reduce the spread of germs.
- Accompany your children to the appropriate room.
- Notify an employee of the arrangement if who will pick up your child is going to change
- Call the Co-op if you know your child will be absent (it is also your responsibility to notify the School and Transportation Division where applicable).
- If the absence is illness-related, mention symptoms or known name of illness.
- If something has happened the previous night or that morning that may negatively impact your child's behaviour, please notify an Early Childhood Educators so they are aware of extraneous circumstances and can respond appropriately.

Exit:

- Help your child to put their play things back in the right area before they leave for home.
- Check your mail slot for information and your child's locker for craft items to go home.
- Please make sure soiled clothes go home each night.
- Your child needs to be fully dressed and have left the Co-op before 6:00 p.m.
- If someone other than a parent is picking up your child, please ask them to bring ID to show the Early Childhood Educators.
 - o We reserve the right to call and verify information before releasing your child.
- Once your child is marked "out" the Co-op is no longer responsible for them.

Anticipating a late arrival due to weather, please call the centre. Staff may be able to get your child ready to leave upon your arrival.

Your child will not be released to any persons other than those named, by the registering parent, on the form provided. Parents need to inform the Early Childhood Educators prior to the individual(s) arrival. If you have forgotten to inform us, we will give you a call to confirm. Please be aware that if we are unable to contact you your child will not be released to this person.

If we have not heard from a parent by 6:00 p.m. and no other arrangements have been made, we will notify the person on the emergency list that you have provided. After 6:30 p.m. the

Director will be notified and if no one has picked up your child by 7:00 p.m., Child and Family Services will be notified.

Early Childhood Educators are not allowed to release a child into the care of any person they consider under the influence of drugs or alcohol. The emergency contact or an alternative caregiver will be contacted.

D2: PARKING

For parent convenience the Co-op has seven (7) allocated parking stalls for drop off and pick up. Two (2) along the building; number 18 and 19, as well five (5) along the chain link fence. Parking in any other area may result in receiving a parking ticket. These stalls are to be used only for dropping off and picking up. The Co-op is not able to make any accommodations for tickets you may receive.

D3: SEPARATION ANXIETY

Some children may require additional time to adjust to their new environment when starting child care. Separation anxiety is normal and with a team approach between parents and Early Childhood Educators separation anxiety will be reduced over time. Parents can assist the Early Childhood Educators by informing the Early Childhood Educators and your child that you are now leaving and returning later. Sneaking out of the centre can cause a lack of trust and additional distress for your child. The Early Childhood Educators will offer your child to join an activity or let them watch until they are ready to join. Parents are welcome to call the centre during the day to see how well their child is doing. Parents are welcomed to visit the children during the day; however, this may upset the child and cause additional stress when the parent leaves again.

D4: LOCK DOOR POLICY

Upon entry into the college hallway, push the video/intercom buzzer on the wall next to the daycare doors. Remain standing in front of the camera. Early Childhood Educators inside the daycare will view the monitor and buzz you in. Please note that it may take the Early Childhood Educators 20 seconds to a minute to buzz you in if the Early Childhood Educators are busy with the children. Please do not let other adults enter, if you are not aware of who they are. This is for safety purposes, parents will understand. To exit there is a green button on the wall next to the door to push that will turn off the buzzer.

D5: PARENT PARTICIPATION

When you and your child is registered at our Co-op you become a member of the charitable co-operative. Part of this membership requires your support. As indicated in our policy each family is required to provide a mandatory of 2 hours of time / service per month.

However, we understand parents who are busy, parents who may not be able to give time or financial donations. Here are some ideas to support the Co-op that is equivalent to the required mandatory 2 hours:

- Donation of new or used equipment; toys or craft supplies, equivalent to \$10 per month. Please inquire with management what is in need.
- Monthly monetary donation of a minimum of \$10 per month and management will do the shopping for you. See below Monthly Monetary Donation Program section D6.
- Volunteering opportunities
 - o Attending annual general meetings, special meetings & board meetings;
 - o Serving on the Board of Directors (two-year term position) or various committees;
 - o Volunteering in the classroom or on field trips,
 - o Using your job as a resource: e.g. arrange to come to the Co-op to talk about your occupation, arrange tours, or provide a special service.

D6: FAMILY INVOLVEMENT AND VOLUNTEERING

Family involvement is strongly encouraged and parents/guardians are welcome to spend time in the program during the day. Additional assistance is also much appreciated on field trips and for special events. Family members are welcome to come in and share their special talents/interests/culture with the children.

We also welcome other volunteers that are interested in working with children and learning about Early Childhood Education. Priority is given to students already enrolled in Early Childhood Education Programs.

Due to the difficulty and length of time for completion of criminal record checks/child abuse registry checks for every parent or volunteer, many of these visitors will not have these background checks completed. These family members or volunteers are not counted into the ratios and are not left unsupervised with the children. They will not assist with any diapering or toileting of the children (Parents may toilet their own children).

D7: MONTHLY MONETARY DONATION PROGRAM

We understand some families are busy. Therefore, we are offering an easy and convenient option, a monetary donation added to your invoice each billing period. If you wish to give a regular monetary donation each billing period as your parent participation, please complete and sign the Monthly Monetary Donation Forms and return to the management.

We will do the shopping for you. Donations of \$10 or more qualify for a charitable receipt for income tax purposes.

D8: CONTACT INFORMATION

Up-to-date information is essential in case of emergency. If any of the following changes, you are required to notify the Director immediately: address, phone number, employer and phone number, physician, contact persons, and family situation. The best way to provide updates is through email: fgccc@mts.net

D9: ITEMS TO BRING

Winnipeg offers four seasons of weather; therefore, it is important that your child is dressed for the season with appropriate outdoor clothing.

- Winter: snowsuit, mitts, hat, scarf, boots
- Spring: rubber boots, light jacket, puddle pants
- Summer: hat, closed-toe shoes, bathing suit and towel
- Fall: warmer jacket

Indoor activities offered allow children to explore and have fun, with this in mind MESS is part of your child's day.

Items required:

- Two complete changes of clothing (socks, underwear, pants, shirt)
- One pair of indoor shoes
- One pair of suitable (safe) outdoor foot wear
- One Blanket for nap time

If your child still uses diapers. Parents need to ensure that your child is supplied with disposable diapers & wipes as needed.

Also, please dress your child appropriately to participate in all the fun and MESS of a good child care program. Clothing borrowed by the child must be laundered and returned (We can't carry all sizes and items though...).

Soiled clothing should be taken home that night to prevent a smelly daycare. They will be hand delivered to you. The plastic bag will be labeled "SOILED."

Due to our enrollment it is hard to keep track of personal items. We require you to LABEL EVERYTHING!

We assume no responsibility for lost or stolen items. Check our lost and found boxes on a regular basis. Any unclaimed items will be donated to a worthy charity.

D10: NUTRITION

A healthy lunch is most important for your child. This includes keeping the lunch warm with the use of thermos or cold with an ice pack. Our Co-op does have microwaves available to warm lunches and provides milk and water. **Please do not send candy, potato chips, chocolate bars or soft drinks; these items will be sent home.**

Uneaten portions of lunch are returned so that parents can gauge what their children eat.

Our Co-op has a “Nut-Aware” policy. This means that families are not permitted to send food that contains peanut/nut products (Peanuts or peanut oil, almonds, walnuts, hazel nuts, cashews. Manitoba Child Care Standards and Regulations stipulate that licensed child care facilities are not allowed to serve peanut butter or peanut/nut products to children three years and under.) *Please note that other food items may be excluded due to life-threatening allergies. Parents will be informed for each occurrence.

Each month our preschool program will provide a special lunch. A \$4.00 donations will be added to your invoice each months. Please let the office know if wish to provide your own lunch instead for your child.

D11: Birthdays:

We would love to help celebrate your child’s birthday at the child care centre. The Early Childhood Educators will provide the birthday child with a cupcake on their birthday to decorate and eat. Due to allergies and health regulation, we cannot accept baked goods from home. Parents are welcome to donate whole fruit, drink boxes, birthday napkins, birthday hats, and/or goodie bags for the children. If you are providing a goodie bag, please provide one for all 55 children in the centre. Children look forward each day looking in their mailboxes and we don’t want any sad little faces. Items such as stickers, erasers, cars, little toys are healthier and fun to play with.

E: THE PROGRAM

E1: BEHAVIOUR GUIDANCE POLICY

As children grow and develop, they learn about the world around them by exploring their environment through play and learning from others. They are not born programmed how to self-regulate, however children have the potential to develop all the skills needed to act appropriately and use acceptable behavior in any given situation. Our role as Early Childhood Educators is to provide positive, healthy and appropriate environments for the children. Early Childhood Educators will use developmentally and age appropriate guidance verses punishment and negative discipline which is an ineffective strategy to use in a child care setting. Our Early Childhood Educators will provide positive learning

experiences that will help each child to develop their language, social, physical, and cognitive abilities.

Best Practice in Early Childhood Education

- A supportive environment is maintained that encourages positive and healthy interactions among staff and children
- Warm and friendly communication among all the children, their families, volunteers, students and the Early Childhood Educators
- All adults serve as behavioral role models
- Everyone is recognized as a unique individual and their diverse abilities and social/cultural backgrounds are respected.
- Use of realistic expectations of children's capabilities and natural consequences for behavior
- An environment that teaches independence, self-control, self-confidence and trust
- Information is shared between the Early Childhood Educators and parents to help develop consistency between home and the centre

Prohibited Practices in Early Childhood Education

All adults (Early Childhood Educators, volunteers, students and parents are prohibited in using the below actions in any of the Co-op's or while on school/college property

- Any use of any physical and corporal punishment such as striking a child either directly or with an object, restraining, shaking, grabbing, shoving or spanking a child
- Forcing a child to repeat physical movements, force feeding or any action that results in physical injury to the child
- Use of verbal or emotional abuse which includes any harsh, belittling or degrading response by any adults in the centre that would humiliate or undermine a child's self-respect
- Denial of physical necessities that includes normal comforts such as shelter, clothing, food, bedding or toilet facilities
- Use of any confinement or isolation of children

Behavioral Guidance Techniques Used by Early Childhood Educators

- Encouragement & Praise – Using encouragement and praise when children are being respectful, thoughtful, kind, considerate and respectful
- Attentive Listening & Acknowledgement of Emotions - Getting down to the children's level, establishing eye contact with them and letting them speak without interruption

- Acknowledgement of Emotions – Acknowledging their feelings and labeling their emotions
- Setting Rules & Boundaries – Providing simple and easy to understand expectations for the children to follow and offering explanations on why we have these rules or limits
- Offering choices – Offering children attainable choices to empower children and provide them with some control during their day
- Using Problem Solving Strategy – Preschool children (Naming & validating their emotions, processing of the emotions and coming up with simple solutions). School age Children (Discussing their feelings, identifying the problem, listing solutions, choosing a solutions and reflecting on the outcome)

Biting

Biting is a normal part of early childhood development. Preschool children bite for a variety of reasons, such as teething or the excitement of exploring a new toy or object with their mouth "mouthing". As they begin to understand cause-and-effect, they also might bite a person to see if they can get a reaction.

Biting also can be a way for preschoolers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions and preschoolers lack the language skills to deal with them. So if they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting as a way of saying, "Pay attention to me!" or "I don't like that!"

Biting tends to occur most often between the first and second birthday. Biting is a normal part of early childhood development, however, biting that continues past two and a half to three years of age is not safe or appropriate in a child care centre.

When an incident of biting occurs, staff will comfort the child which has been bitten and provide first aid (cold cloth, or bandage). Contact will be made with the bitten child's parent so they are aware of the incident. Due to privacy laws staff are unable to indicate who the biter is. The parents of the child which has bitten will also be notified, this will normally occur in an incident report for them to sign at pick up time. Depending on the age and developmental level of the child, a behavior guidance plan may be established. Staff will provide resources to parents on biting upon request.

Aggressive Behavioral Policy

As Early Childhood Educators, it is our responsibility to ensure the physical safety and total well-being of all children and Early Childhood Educators within our care. Our Co-op has adopted the following policy regarding aggression:

Aggression means, “Any physical, emotional or verbal act which may result in placing him/herself, other children and/or staff members within the centre in an emotional, physical, harmful, hurtful or unsafe situation”.

In dealing with aggressive behavior, the following procedures will be followed:

1. Based on the age and developmental level of the child, the child will be reminded to be gentle and use their words to express their frustration. The child may be redirected to another area of the room and be provided with a different activity as they calm down.
2. If the aggression continues, the child will be gently removed from their group to another space in the child care centre. If the child refuses to leave their group then the remaining children will be removed from the room to allow the child to calm down.
3. If the aggressive behavior continues throughout any part of the day, the parent/guardian or alternate pick up person (in that order) will be contacted to immediately pick up the child. Documented report(s) of the incidents will be provided to the child’s parent. A copy will also be made to keep in child’s file.
4. If the aggressive behavior continues, a meeting with the parents and Director will occur for both parties to jointly collaborate and create a behavior guidance plan of action to be signed by all parties and implemented by the Early Childhood Educators. With parental consent, additional professional may be contacted to provide assistance to the Co-op.
5. If the aggressive behavior continues and does not improve with the strategies and plan of action put in place, the Co-op has the right to immediately terminate child care services.

Please note: Any aggressive, violent or intentional aggressive behavior that endangers the child, other children, staff, equipment, or building will not be tolerated. In these extreme cases, the child care will be automatically suspended for the day and child care services may be immediately terminated by the board of directors.

Once again, we state that the number one priority is the welfare, safety, and security of all children and staff within our Co-op.

E2: OUR PHILOSOPHY AND OBJECTIVES

Our philosophy and objectives are to:

- Respect the needs of each child as well as the total group;

- Provide a well-balanced program in emotional, physical, intellectual, and social growth and development;
- Foster the independence of each child through activities and a daily routine;
- Provide a warm and friendly atmosphere in which to communicate, learn, and experiment;
- Create a program based on the children's interests;
- Provide the children with a consistent daily routine;
- Create a balance between active and quiet times;
- Use an on-going system of experiences, observations, and materials in learning centres that can assist your child(ren)'s development; and
- Create a system of goals and objectives.

E3: OUR PROGRAM

Our program will provide your child(ren) with an atmosphere where they can develop a positive self-image and grow to become independent by expanding their imagination, creativity, and resourcefulness. In addition:

- We strive to develop each child's skills in areas of listening, language, hygiene, large/small muscles, and self-help;
- We hope to create the basis for an appreciation of arts, sciences, music, and literature while the children learn to function within their environment and their community.

Respect is a large part of the day:

- Respect for themselves - with a positive attitude towards their skills and their bodies;
- Respect for others – learning to share and take turns, accepting everyone's similarities and differences, and listening to others;
- Respect for property - keeping the Co-op safe and looking after our toys.

E4: GROUP SETTING

Our preschool program has switched over to a group setting environment verses individual groups. Now children are assigned a room and to a group of staff. This environment allows the children more freedom to choose which activities they would like to participate in. They can choose to go to the gym, outside or choose one of many learning stations, teacher-led activities or self-exploring of the toys and equipment. Another benefit with a group setting is instead of spending their day with just one assigned Early Childhood Educator, they can spend time with all the Early Childhood Educators in the room increasing their probability of increased learning opportunities.

E5: CURRICULUM STATEMENTS

Emergent Curriculum

As explained by the University of Toronto, emergent curriculum is based on the premise that children are most successful at learning when curriculum experiences account for their interests, strengths, needs, and lived realities. Emergent curriculum replaces the “theme-of-the-week” approach. Early Childhood Educators use observations of children throughout their day as a tool for constructing curriculum content. Meaningful learning opportunities are then provided in support of key developmental skills relevant to a specific age group. When ongoing opportunities for practice lead to skill mastery, educators respond by enriching the learning experience through the planning and implementation of increasingly difficult tasks. As children repeatedly confront and master these “achievable challenges,” they come to view themselves as competent learners. In addition, the alignment of curriculum content with individual interests and social realities serves to validate all forms of diversity and inspires a lifelong passion for learning.

In emergent curriculum, both adults and children have initiative and make decisions. This power to impact curriculum decisions and directions means that sometimes curriculum is also negotiated between what interests children and what adults know is necessary for children’s education and development. Ideas for curriculum emerge from responding to the interests, questions, and concerns generated within a particular environment, by a particular group of people, at a particular time. Thus, emergent curriculum is never built on children’s interests alone; teachers and parents also have interests worth bringing into the curriculum. The values and concerns of all the adults involved help the child care centre evolve.

STEAM Curriculum

Our second curriculum focus will be focusing on literacy in the early and beginning years as well as the STEAM philosophy (Science, Technology, Engineering, Arts and Math). Many of the schools use STEAM or STEM throughout Canada and the United States. Having fun with STEAM, we will explore these areas to engage the children’s curiosity for them to ask big questions to provoke creativity. We will also use STEAM to explore the exploration of problem solving skills.

Play Based Curriculum

We believe the child is the center of the universe. It is our goal to develop and expand the child's learning and abilities to make them the most successful leaders of our community. We are blessed to have a diverse multi-aged group of children, parents and Early Childhood Educators in our four preschool/school age programs. Many of our families have just arrived from other countries eager to share their cultures, traditions, experiences and stories. We embrace all individuals, incorporating and celebrating many of these different ethnic traditions. This diverse population allows us to plan unique and exciting programs. The sharing of cultures has been illustrated in the following ways. We had families bring in music cd's from their country for the children to listen and dance to. We also had parents volunteer their time in teaching the children a dance as well as providing a craft from their culture.

Our curriculum revolves around play. We feel play is the beginning of knowledge and children need the freedom and time to play. Play is not a luxury, it's a necessity. Our Early Childhood Educators set the stage by creating interactive hands-on areas such as block/construction, sand and water play, housekeeping/dramatic play, library, music and movement, science and nature and large muscle areas. The equipment is child-sized allowing children to use their senses by touching, manipulating, exploring and testing to find out about themselves and their relationships to others and the world around them. Through play, children imitate adults and experiment with what it means to be a caregiver, a fire-fighter, a doctor and superhero. Through play, they learn how to solve problems and work cooperatively with others by developing problem solving skills and social skills such as sharing, listening and communicating with others.

At our Co-op we have two large rooms with mixed age groups of children. This arrangement is beneficial for the children as it helps to foster social skills and a sense of security. The older children have the ability to be leaders/helpers and gain self-confidence by teaching the younger children a variety of skills for example: helping to teach the younger children how to put their shoes on the proper feet or doing up a zipper of a jacket. The younger children are not only learning these most important skills but learning to trust in those around them. Most importantly, all the children are learning how to communicate with each other in a positive manner.

After preparing a rich environment, the Early Childhood Educators have a role in extending play by observing, interacting with the children, giving further information, adding or changing materials as appropriate and in some instances providing a sense of direction. Examples of materials we provide are diverse dress up clothing, multicultural play food and books so children will learn similarity and differences of others, cups, bottles, and

buckets in the water and sand table to encourage measuring and predicting, open-ended art materials, playdough, and blocks to develop creativity, math and fine-motor skills. We have a large courtyard with balls, bikes and tires to enhance large motor development.

Early Childhood Educators get down to the child's level, maintain eye contact, and ask open-ended questions to help build trusting relationships with them. This creates a feeling of belonging and a sense of security. It also allows the Early Childhood Educators to find out what the children know. By talking while playing, the Early Childhood Educators can enhance the child's knowledge of the topic through facts and enhance the child's imagination. The child's communication skills and vocabulary are significantly enhanced by this kind of communication.

The Early Childhood Educators will discuss and share their observation sheets and log book recordings with each other to plan the daily schedule, activities and provide materials that meet the needs and interests of all children. Exciting themes are used throughout the year, however Early Childhood Educators have the flexibility to plan according to the children's current interests based on conversations they have had with the children and always watching for teachable moments. It is common for example to be learning about dinosaurs and then switching to learning about safety after seeing an ambulance race past the playground.

We maintain a daily schedule that is dependable yet flexible. An example of this flexibility in the daily schedule would occur on such events as the first snowfall. The children are quite excited to play in and with it so the Early Childhood Educators will not only take the children outside but bring the snow inside to do a variety of activities such as snow painting. The most challenging time for children to adjust is during transitions such as arrival/departures, where they are moving from one activity to another. Early Childhood Educators will assist children with transitions by using techniques such as songs, games, involving children in activities and talking/cuddling with the children. During transitions such as getting ready to go outside Early Childhood Educators will assist with guiding and teaching children self-help skills to develop independence. Early Childhood Educators build upon the child's existing knowledge and allow each child to progress at their own rate. In having a daily schedule to follow, the Early Childhood Educators provide a routine for the children where all can predict what will be happening next. Even though the routines are predictable they are flexible enough that we sometimes adjust in cases of inclement weather or an unexpected visitor such as a parent who brings in their guitar to do a sing-along with the children.

The Early Childhood Educators will also share with parents their child's learning and development through observations by completing child observation information sheets, displaying projects that the children create, posting posters of photographs and videos of the children and guest speakers/excursions, and including information in the newsletters

and on the whiteboard.

At our Co-op we have an Open Door policy where parents and Early Childhood Educators are encouraged to communicate freely with each other to express ideas about activities that can be implemented or how both parties can work together towards a common goal for a child. Upon pick up of each child the Early Childhood Educators are encouraged to discuss the child's day with the parents. Early Childhood Educators will often have the child verbalize to the parent what they participated in throughout the day by asking the child open-ended questions for them to answer. Early Childhood Educators and parents communicate vital information about plans that both groups are working on so that again there is consistency between home and daycare for example working together in toilet training a child.

E6: FLEXIBILITY TO RATIO POLICY

The Co-op follows requirements for staff to child ratios maximum group sizes, and room ratios as required by Manitoba Child Care Standards and Regulations (*as posted on the Parent Board*). There are occasions where we require flexibility on the required ratios for Early Childhood Educators purposes. This policy has been reviewed and exemption given by Manitoba Early Learning and Child Care Program.

Approval for the following flexible child – staff ratios: (Reviewed on an annual basis with ELCC)

- **Naptime.** During naptimes, our ratio is 1:10, which exceeds required child to Early Childhood Educators ratios, as the need for supervision lessens with children sleeping. As children wake-up they are taken to another room.

Restrictions to children's activities are initiated by Early Childhood Educators at these times to ensure the safety and well-being of the children.

E7: NAPTIME FOR PRESCHOOL

All preschool children, with the exception of children attending kindergarten, who attend the Co-op for four hours or more, are encouraged to have a nap. Children who nap will be allowed to sleep for the duration of the nap period (12:30 p.m. - 2:30 p.m.). Children who do not fall asleep within half an hour, or wake before the two hours are over, will be allowed to get up and join other children in a separate quiet play area. The Co-op prefers that parents do not pick up or drop off their children during naptime.

Each child is assigned an individual cot or sleep mat and there is no sharing of cots or mats. Any blankets sent to the day care are sent home Friday to be washed. Cot sheets are washed weekly at the Co-op.

Children may bring personal sleep aids (a stuffed animal) for use at naptime – at other times these items will remain in their locker. Please label these personal items.

E8: OUTDOOR PLAY

We go outside each day, except during inclement/extreme weather conditions. When the temperature with the wind chill factor is -25°C or colder or 35°C or higher, children will remain inside. The Early Childhood Educators will use their discretion and may limit time spent outdoors based on humidity, a high UV forecast, wind speed, available shade and air quality. Sunscreen and drinking water will be provided and all children are strongly encouraged to wear a hat during the summer months. It is important that your child be dressed accordingly for all types of weather to ensure they are able to enjoy their day's activities.

E9: FIELD TRIPS

Whenever possible, we try to expose the children to the community in which they live as a learning experience and to enhance program activities. During the school year, community exposure is our main focus. During the summer, field trip suggestions are always welcome to expand our horizons. *Signed parental permission is required for field trips.* Children who do not have signed permission to attend field trip, alternative care will be provided at the Co-op. Parents will be notified of excursions requiring transportation at least three days in advance.

Early Childhood Educators are required to walk at the front of the group to ensure safe road crossing. With two Early Childhood Educators, one will walk in front and one at the back of the group.

E10: TRANSPORTATION

Under no circumstances will your child be permitted to walk home unescorted or be sent home in a taxi. Early Childhood Educators cannot transport children in their own vehicles.

For field trips requiring transportation, the Co-op will rent a charter school bus to transport the children to and from the field trip. Please note these school buses do not have seat belts in them.

Kindergarten Children -Transportation To and From Ecole Crane

Pembina Trails School Division will transport children from the preschool program to Ecole Crane School. There is no fee for this transportation. It is the parents' responsibility to arrange transportation with Pembina Trails School Division to and from Ecole Crane and the child care centre. Please call the Pembina Trails Division at 204-489-2597.

The school division assumes responsibility for the child once they step onto the bus, and the Co-op assumes responsibility for the child once they step off the bus. An Early Childhood Educator will escort the children to and from the bus. The children under no circumstances will be left unsupervised.

If a child does not arrive on the school bus, the Early Childhood Educator will contact the parents to see if the child is to attend the program. If the child is to attend, parents are responsible to contact the school and arrange transportation from the school to the child care centre.

E11: TOYS

Friday is preschool "Surprise Box Day". On this day, children may bring a toy from home to share with the group. The toy should be neatly labeled with your child's name to ensure it is returned to your child at the end of the day.

Books are welcome at any time as all children can enjoy them as a group.

The Co-op supports active development, so the watching of television and videos or playing of computer games is limited. The Co-op may schedule a time for movies, music or electronic games; before bringing these items into the Co-op please check with the Executive Director to determine whether they are appropriate.

Aggressive toys (e.g. guns, swords, knives) are not allowed in the Co-op.

E12: CONCERNS AND SUGGESTIONS

Our Co-op is committed to engage in open communication and teamwork. We encourage all families to express your concerns as they occur, and we will attempt to resolve them to

the satisfaction of all within the limitations of our Co-op's policies and within the scope of the Manitoba Child Day Care Standards Act.

Please feel free to discuss concerns or suggestions with the management or Early Childhood Educators. If still unsatisfied, you may forward your concern in writing to the Co-op's Board of Directors.

E13: CO-OP INFORMATION AND HISTORY

The Co-op was incorporated in 1992 with the amalgamation of College Co-op Day Care Centre Inc. and Oakenwald Before & After School Co-op Inc. College's preschool program had been in Fort Garry since its incorporation in 1974, located in the basement of the Fort Garry United Church since December 1981. Oakenwald school-age program was located in the Oakenwald School since its incorporation in 1990. On April 19, 1993 both programs moved to 757 Lyon Street (formerly General Steele School).

A Satellite program called Fort Garry Oakenwald School-age opened September 7, 2005 with the cooperation of Pembina Trails School Division #5 and Oakenwald School. In 2003, the child care Co-op started to prepare for relocation due to the sale and planned demolition of the building at 757 Lyon Street. In August 2006, the new 4,100 square foot space opened its doors in the newly renovated space at Manitoba Institute of Trades and Technology (MITT) (formerly Winnipeg Technical College) where it continues to serve the Fort Garry area.

In 2009, a school-age satellite program opened in Henry G. Izatt Middle School. In fall of 2010 we relocated our 15 space school-age program operating out of Manitoba Institute of Trades and Technology (MITT) into École Viscount Alexander and expanded the program to accommodate up to 45 children.

F: HEALTH AND SAFETY

F1: DIAPERING

Licensed child care facilities are required to provide bathroom and diapering facilities appropriate to the ages and development of children in their care. Parents with children in diapers are required to bring a week's supply of diapers, wipes, and creams which can be kept at the Co-op and labeled. Diapering creams will be applied after each diaper change if provided and instructed by the parent. Pull-ups are only encouraged during toilet training. It is also recommended that as the child's toilet training progresses more than two changes of clothing be kept at the Co-op. Toilet training is preferably a joint effort between the Co-op and the parents to be most successful.

F2: ILLNESS

Our Co-op is committed to keep the transmission of illness to a bare minimum. It is important to have the cooperation of parents and staff to ensure the health and safety needs are met. All children in attendance must be able to participate in all aspects of the scheduled program, including outdoor play. If your child is not able to fully participate, parents will be contacted to pick up their child to rest at home until they are well enough to return.

F3: COMMON COMMUNICABLE DISEASES

Skin rash - rash must be diagnosed by a doctor and proper treatment started.

Diarrhea – after the first incident of diarrhea, the parent will be notified to their child's condition. After the second incident in one day, the child must be taken home. Exclusion from the program is required until the diarrhea has ceased, and the child has had a close to normal bowel movement. (The child should be **free of diarrhea for 24 hours** before returning to day care.) This will help prevent spreading it through the centre. If an incident of diarrhea has occurred at home, the centre must be notified and should the child have one more incident of diarrhea, she/he will be sent home.

Vomiting – After the first incident, parents will be notified. The child must be taken home after the second incident in one day, and have had **no vomiting for 24 hours** before returning to day care.

Elevated Temperature – if a child's temperature is between 37.5 and 37.9 degrees under the arm, the parents will be notified to let you know that the child has an elevated temperature. If there are no other symptoms and the child is coping well the child can remain at the centre. If the child's temperature reaches 38.0 degrees under the arm, the parent will be contacted, and the child must be picked up from day care. The child should be **fever free for 24 hours** without medication before returning to the centre.

Colds – the child may attend the centre but if his/her temperature becomes elevated or if the child is not coping with their day the parents will be contacted and the child must be taken home.

Ear infection – the child may attend the centre after **24 hours on medication**. If the child is not coping with their day or has a fever the parents will be notified and the child must be taken home.

Infections being treated with antibiotics – child may attend the centre **after 24 hours on medication** or until the infectious period has ended, according to the public health guidelines, e.g. Staphylococcal infection (impetigo) & upper respiratory infections. In case of strep throat, the child may attend after 48 hours on antibiotics.

Conjunctivitis – (pink eye or other eye infection) – the child may be excluded from the centre until **medication has been given for 24 hours** and all discharged has stopped.

Inability to cope – a child's ability to cope will be taken into account with any signs of illness or "atypical" behavior. If the child is unable to participate in all daily activities or is in need of one-to-one care, the child will be required to leave the centre.

Communicable disease - Any child having, or suspected of having a communicable disease (e.g. measles, impetigo) must be removed from the centre immediately, and must not attend the child care during the period prescribed by the health authority. A physician's note must accompany the child on his/her first day back.

LICE POLICY

Head lice are tiny insects that live on the scalp, where they lay their eggs. Head lice do not spread disease and prefer clean hair.

Lice have 3 life stages – the egg (nit), the nymph and the adult.

Nits are whitish-grey, tan or yellow ovals, approximately the size of a grain of sand. They stick to the hair close to the scalp and can look like dandruff. Nits hatch in 9 to 10 days.

Nymphs are baby lice. They look like adult lice but smaller.

Adult lice are approximately the size of a sesame seed and are hard to see. Adult lice can live for up to 30 days on a person's head, but they die within 3 days away from the scalp.

Head lice spread easily, especially where people are in close contact. They are very common among school-aged children or children attending child care. They spread through direct hair-to-hair contact or indirectly by sharing things like hats, combs, hairbrushes and headphones. They don't fly or hop, but do crawl very quickly and can only live on people not pets, such as cats or dogs.

Our Co-op has a "no nit" policy which means any child who has been viewed to have any nits or lice will have to be picked up for treatment and removal of nits.

We recommend treatment to commence immediately to help reduce the spread of lice and to speed your child's ability to return to the centre. Parents should carefully follow the latest treatment suggestions from the Public Health Nurse to maximize the reduction of the lice. A handout will be given to parents when lice is found on a child. Please follow the manufacture's recommendations carefully.

When the treated child returns to the Centre, the Early Childhood Educators will check for nits as soon as possible. If nits are found, parents will be informed to pick up their child and the children can return to the centre once they are nit free.

Early Childhood Educators will check all the children in the program where the lice were discovered and in any other program that has any direct connection (i.e. Siblings) Parents will be made aware of the presence of a case of head lice in their child's room. Until the last case is under control, parents should be checking their child's head at least

every second day. Ask the Early Childhood Educators for help if you are not sure what to look for.

If the above measures are not taken, the Board of Directors reserves the right to discontinue care.

BED BUG POLICY

Bed bugs are oval shaped insects without wings that bite at night. They prefer to feed on human blood but also bite mammals and birds. Signs of bed bugs are bites or rashes on humans especially found around the face, neck, upper torso, arms, hands; physical signs such as blood spots on furniture, bedding, carpet or walls; and the bugs themselves.

If signs of bed bugs are confirmed at the Centre, the Executive Director shall promptly notify the Board of Directors and families will be notified immediately. An exterminator will be contacted and the centre treated. Families will be provided with a list of recommended actions to take at home to assist in the elimination of a bed bugs.

All blankets and stuffed animals from home, will remain at the centre and be laundered weekly. Blankets and stuffed animals will go home when the child withdraws from the centre.

F4: THE UNIFIED REFERRAL AND INTAKE SYSTEM (URIS)

The Unified Referral and Intake System (URIS) is a joint initiative of the provincial government departments of Health, Education and Family Services. URIS provides support for children with specific health care needs (e.g., asthma, life-threatening allergies, diabetes, seizures) when they are attending school, child care facilities or other community programs. When a child is approved for URIS support, a registered nurse develops a health care plan and provides training to community program Early Childhood Educators. The Winnipeg Regional Health Authority (WRHA) provides URIS support in your child's school/child care facility. All Early Childhood Educators receive URIS training once a year by a public health nurse and URIS Plans are reviewed monthly with the staff in conjunction with our fire drills.

F5: MEDICATION

If your child needs medication, Early Childhood Educators will administer only prescribed medicines or a single dose of fever reducer. A medication permit must be completed by the parent for each medication - medication will not be administered without it. We will not

administer over-the-counter medicines (e.g. cough syrup) unless prescribed by and accompanied by a signed note from your doctor giving instructions on the administration.

All medications must be in their original containers labeled with the doctor's name, date and amount of medicine required. Any expired medication will be disposed of. Parents will be notified and are expected to pick up their child from the Co-op if a fever is above 100.4° F (38° C).

All medications will be kept locked up or in the kitchen. Give the medication directly to a Early Childhood Educator and inform Early Childhood Educators each day if your child continues to need it. Do not leave medication in your child's lunchbox or locker.

F6: ACCIDENTS

Our Co-op strives to create an environment that is safe for all children. However we are aware of the nature of children and the reality that accidents do happen.

It is common for the children to get bumps, scrapes and other minor injuries during the course of the day. Sometimes they continue playing without realizing they're injured. Please realize that Early Childhood Educators may be unaware of these minor injuries if children do not react. Parents will be notified of minor injuries that reach the Early Childhood Educators' attention either by phone (for face or head injuries) or when they pick up their child. Incident/accident report will be provided for parents to sign.

In cases of injury where Co-op Early Childhood Educators determine that a doctor should be consulted, the Co-op will contact the parent immediately giving full and detailed information of the child's injury. Please contact the Co-op if your child will require special care on their return (e.g. crutches)

F7: AMBULANCE

In the case of a medical emergency requiring an ambulance, parents will be immediately contacted. If the child's parents cannot be reached, the child's emergency contacts will be called. If the medical emergency is of a serious nature, an ambulance will be called, and parents will be responsible for any related incurred costs. If available a member from the management team will accompany the child to the hospital with all vital information and will wait there until the parent/guardian arrives.

F8: PROTECTING CHILDREN FROM ABUSE AND NEGLECT

When a child's life, health or emotional well-being is put at risk by something a person does or fails to do, that child is in need of protection under [The Child and Family Services](#)

Act. When the action (or failure to act) causes a physical injury, could cause a permanent emotional disability or involves sexual activity – that is abuse.

Our first responsibility is to your child. Any suspected form of child abuse will be documented and reported to Child and Family Services of Winnipeg - phone: 1-204-944-4200 or outside of Winnipeg 1-866-345-9241.

F9: PHOTOGRAPHING/FILMING OF CHILDREN

We respect the privacy of our children, families and Early Childhood Educators. As part of our regular programming we take and display pictures and videos of the children in our child care centre for the purpose of documenting the children's growth and learning. These photographs and videos are a great tool for allowing the child care centre to share with all the children and their families the wonderful activities, special occasions, fieldtrips, memories and experiences. These photographs/videos is only for centre use, displayed only in the child care centre.

Parents provide permission for their child to be photographed/videotaped by signing the Photos Consent section located in the registration form. If at any time a picture/videotape of your child is required for the purpose other than centre use, a separate picture release form will be sent home for approval.

F10: EMERGENCY EVACUATION PROCEDURE

Once a month we conduct a fire drill to familiarize the children with emergency procedures. Early Childhood Educators must confirm that all persons are accounted for. It is of the utmost importance you confirm with an Early Childhood Educator that your child has arrived or departed. During a fire drill, do not bring your child into or remove them from the Co-op. If you are inside the Co-op, you are expected to participate in our fire drill.

If the children and Early Childhood Educators must leave the building due to an emergency the Centre Supervisor or alternate will post the name, location and contact number of the designated place of shelter on the outside door. The Executive Director or Alternate will also prepare a written statement to relay to parents by telephone, e-mail or text to let them know the children are safe, where to pick them up and whether they need to come early.

Early Childhood Educators will be assigned to contact parents with the prepared statement using the Centre's cell phone and office phone in the designated place of shelter.

Designated Place of Shelter is St. Maurice School, 1639 Pembina Hwy, Winnipeg, MB R3T 2G6

F11: STORM/EMERGENCY PROCEDURES

In all emergency situations patience and co-operation are requested.

If Pembina Trails School Division #5 closes schools, then the Co-op will be closed. Announcements will be made on CJOB AM or CJKR FM radio stations.

In the event bus service is canceled for the Division but schools are open, parents of children who are bussed to and from the Co-op will be responsible for transporting their children to and from school. The Division may cancel school buses if the temperature is - 45 °C or lower.

If the Co-op and schools are open, but conditions are not ideal (e.g. roads blocked, limited transit service) please contact the Co-op as soon as possible if your child will be absent from the Co-op. If Early Childhood Educators have difficulty arriving at the Co-op, parents may be asked to delay their departure from the Co-op temporarily to aid in meeting child to adult ratios until another staff member or another parent arrive. In the event that we cannot get enough staff into the Co-op, we may be forced to cancel activities.

If weather confines Early Childhood Educators and children to the Co-op and does not allow safe pick-up of children, the Co-op assumes care of the children. The Co-op is well stocked with food, medical supplies, bedding and clothing to meet the needs of the children until access becomes possible. Parents will be notified that the centre will remain open.

F12: CONFIDENTIALITY

In accordance with *The Community Child Care Standards Act*, all information concerning a child or a child's family is to be kept strictly confidential. To meet this requirement, the Co-op will not publicly post families' last names. Family mailboxes and children's lockers shall be identified by your child's first name only.

The Co-op uses a general permission form for field trips requiring transportation. The form is not publicly posted but is kept by an Early Childhood Educator for signed permission. If you do not wish to sign a general permission form with other families, a separate signed permission can be submitted to the office.

All other posted sign-up sheets are optional, and it is your choice how or whether to sign.

G: CODE OF CONDUCT

CODE OF CONDUCT

The Co-op strives to provide a safe, caring, enriched learning environment for children, Early Childhood Educators and families. We believe in equality and respect diversity. Discriminating against another person unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code is unacceptable and will not be tolerated.

The following individuals are expected to behave in a respectful manner and comply with this code of conduct:

- Preschool and school-age children
- Parents/guardians of children enrolled
- Early Childhood Educators, Co-op management, and Board of Directors
- Volunteers and students
- School and college personal
- All other visitors to the Co-op

Guiding Principles for Appropriate Behaviour

Be Respectful

We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.

Be Safe

We work and play safely to help keep ourselves and others from getting hurt.

Be Cooperative

We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for assistance.

Be Supportive of Learning

We learn to the best of our abilities and support the learning of others.

Developmental Capabilities of Children

We understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behaviour.

Appropriate Use of Technology

Any person using our child care Co-op's computers and electronic devices must:

- respect and protect the privacy of others
- respect and protect the integrity of all electronic resources
- respect and protect the intellectual property rights of others
- communicate in a respectful manner
- report threatening or inappropriate material to the director or Board of Directors, as appropriate

Inappropriate use includes but is not necessarily limited to:

Intentionally accessing, transmitting, copying, or creating material that:

- violates the confidentiality of children, parents, Early Childhood Educators or the Co-op
- violates the Co-op's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
- is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
- using the technological resources for personal use without the Co-op's permission

Supervision and Monitoring

Authorised employees of the Co-op have the right to monitor the use of information technology resources and to examine and disclose to the director or Board of Directors, as appropriate, any data found which has been accessed in contravention of this policy. This information may be used in disciplinary actions, and will be released to the police if it is criminal in nature.

Unacceptable Behaviours

The following behaviours by children, parents, Early Childhood Educators, and all others involved in our Co-op are unacceptable:

- all forms of bullying (physical, verbal, emotional, social, or cyber bullying), including comments, actions, or visual displays that are intentional, hurtful, and repetitive;
- harassment, including behaviour that degrades, demeans, humiliates, or embarrasses someone that a reasonable person would know is unwelcome;
- all forms of abuse (sexual, physical, or psychological), including verbally, in writing, or otherwise;
- discrimination against any person or group because of their race, color, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief, and physical or mental disability;

-actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone;

Proactive Strategies

We actively strive to create an environment that supports the health, safety, and well-being of the children by:

- having realistic and developmentally appropriate expectations for behaviour;
- setting up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour;
- planning a program based on children's interests and developmental needs;
- establishing consistent yet flexible schedules and routines that help children gain trust, security, and self-control;

We create a positive environment for children, parents, Early Childhood Educators and all others involved in our Co-op by:

- developing positive relationships, including making time to talk and listen;
- establishing clear, consistent, and simple limits;
- stating limits in a positive way and periodically reminding people when required;
- providing explanations for limits and policies;
- working together to solve problems and develop reasonable solutions;
- modelling and encouraging appropriate behaviour at all times;

Consequences for Inappropriate Behaviour

We will consistently respond to inappropriate behaviour by children, parents, Early Childhood Educators, and all others involved in our Co-op by:

- reminding people of expectations and limits;
- using a respectful approach to explain why a behaviour is inappropriate and what behaviour is expected;
- talking only about the behaviour, not labelling the person;
- responding sympathetically and acknowledging feelings;

- establishing natural, logical consequences;

Depending on the severity and frequency of the behaviour, we will consider further steps such as:

- using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour;

- having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future;

- developing a written contract with an adult or older child that outlines specific expectations and consequences;

- giving a written warning that outlines specific concerns and consequences if the behaviour continues;

Accessing outside resources for help, such as:

- a behaviour specialist or other professional to help Early Childhood Educators understand and reduce a child's inappropriate behaviour,

- Child and Family Services (CFS) to access parenting supports,

- mediation services to resolve conflicts between adults,

- the Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behaviour involves discrimination or harassment,

- the police to assist with threatening behaviour.

In extreme cases, we will take additional steps such as:

- suspending or dismissing an Early Childhood Educator;

- suspending or withdrawing child care services because of a child's or family member's inappropriate behaviour;

- in the case of a visitor not allowing the person to return to the Co-op;

- contacting the police and/or Child and Family Services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person.

Thank you for reviewing the parent handbook. This information provided here is your families guide while your child is enrolled at Co-op. We welcome any suggestions or feedback to support your membership at our Co-op.

