

STARLIGHT CHRISTIAN NURSERY SCHOOL
PARENT HANDBOOK
2021-2022

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STARLIGHT CHRISTIAN NURSERY SCHOOL PARENT HANDBOOK

Welcome and thank you for choosing Starlight Christian Nursery School for your child's education!

We are a non-profit, inter-denominational, fully licensed nursery school with fully qualified and experienced Early Childhood Educators. We extend a warm welcome to all families who would like to join our school.

Starlight Christian Nursery School offers a loving, nurturing environment for children 3- 5 years old with a play based program focusing on virtues and character building. We offer a unique Kindergarten readiness program for the four year old child that helps prepare them for school.

SCNS is the only non-profit, non-denominational Christian Nursery School in the Transcona area. We are a multi- cultural nursery school and welcome children of all abilities and backgrounds.

We work with parents and professionals who have valuable knowledge and expertise to share with us and each other. We respect and value input from parents and encourage them to be part of the decision making process for their child.

We believe that each child deserves an environment and experience that promotes growth in all areas of his or her development such as: social, emotional, physical, cognitive, language and spiritual development. Opportunities are provided for all children to participate in social free play and routines throughout the day. We are flexible and do adjust our daily program to meet the needs of each child.

We want each child to know that God loves them. He has an incredible plan for their life, and He has created them each uniquely with special gifts and qualities. We strive to make each child feel appreciated and encouraged, while learning in an enriching environment where they can express themselves freely and feel safe. Our greatest hope is for each child to feel like they belong to our family at Starlight.

Hours of Operation

The school will operate from: September 10, 2018 to December 20, 2018

January 7, 2019 to March 22, 2019

April 1, 2019 to June 19, 2019.

The school will be closed on statutory holidays, Christmas Break, Spring Break and a couple extra days for Staff Development (parents will be notified in advance of all closures).

Monday, Wednesday, Friday (**4 year olds**) 9:00 am to 12:00 pm **OR** 1:00 pm to 3:15 pm

Tuesday and Thursday (**3 year olds**) 9:00 am to 11:15 am

Admission Procedure

Registration is open to children 2 to 5 years of age. Children must be 2 years old by September 1, 2021. **Children are NOT required to be fully toilet trained.**

Families currently enrolled in the program will be given pre-registration packages for returning students and siblings. Alumni also have the opportunity to pre-register. We then host an open house where we begin to welcome new families to our school.

Fees

At time of registration:

1. Due to limited spaces and high enrolment, parents may ensure their child's spot with a \$40 deposit written to SCNS Inc. at registration time. Parents will then receive a tax deductible receipt.
2. Tuition fees for the first and last month of school are made payable for September 1st - (\$144 for 2-3 Year Olds) **or** (\$216 for 3-4 Year Olds)-non-refundable

**Families who are eligible for reimbursement by third party organizations must abide by our fee and payment policies

Payment Options: After initial registration is approved: On Sept. 15th please choose one of the options and hand in all post-dated cheques by Oct 1!! ALL POST-DATED CHEQUES MUST BE HANDED IN BY OCT 1, NO

EXCEPTIONS!! We also accept etransfers to be sent to scnsdirector@gmail.com You can also pay by e-transfers on the 1st of the month if you do not want to do post-dated cheques.

1. If families prefer, they may pay the year's tuition in **one lump sum**. Pay for the entire year in October. (\$864 - 4 year olds) **or** (\$576- 3 year olds)
2. Make **four** (4) payments that are postdated for the first of every second remaining month (October, December, February, and April) (\$216 each – 3/4 year olds) **or** (\$114 each – 2/3 year olds).
3. Make **eight** (8) monthly payments dated for the first of every month (\$108 each – 3/4 year olds) **or** (\$72 each – 2/3 year olds)

All tuition cheques must be dated for the **1st of the month**.

- Any tuition fees not received by the 1st of the month will have a \$20.00 late charge added and will have to be paid in cash. If not received, services may be withdrawn until outstanding monies are received.
- A fee of \$25.00 will be charged for all cheques returned NSF. Account balance must then be paid in cash or SCNS reserves the right to withdraw their services until payment is made. If a parent/guardian is consistently late with payment and the Director finds it difficult to collect payment, SCNS reserves the right to withdraw services entirely.

One month's (4 week) written notice is required from parents wishing to withdraw their child from the program. Verbal notices will not be accepted. Refunds will not be made for temporary withdrawal of the child (ex. sick, holidays, etc.) There will be no refunds issued after October 1st.

At SCNS, our curriculum provides children many opportunities to develop in the areas of socialization, physical, emotional, cognitive and language development at their individual levels. These opportunities are encouraged in a variety of ways.

DAILY PROGRAM

Our program is a character-based program which recognizes that each child has been uniquely created by god, with special gifts that can be nurtured in all developmental areas: language, social-emotional, cognitive, spiritual and physical.

9:00 - 10:00am Free play
10:00 - 10:05am Clean up time
10:05 - 10:10am Wash hand and bathroom break
10:10 - 10:30am Prayer and snack
10:30 - 10:45am Circle time/music/games
10:45 - 11:10am Creative art/science
11:10 - 11:15am Story, songs, prayer

The afternoon program is the same as the morning program, only the times are different.

1:00 - 2:00pm Free play
2:00 - 2:05pm Clean up time
2:05 - 2:10pm Wash hand and bathroom break
2:10 - 2:30pm Prayer and snack
2:30 - 2:45pm Circle time/music/games
2:45 - 3:10pm Creative art/science
3:10 - 3:15pm Story, songs, prayer

It is important that children arrive on time so that each child has the opportunity to be greeted by their teacher and has time to adjust to the classroom setting. Arriving on time also shows consideration for the rest of the class, as the outside doors are locked from 9:15 to 11:00 (1:15 to 3:00) and a teacher must come to the outside door to let late arrivals into the school.

Each day the lobby door will be locked when the front outside door is unlocked during parental arrival and departure times. Please feel free to knock if you need to pick up your child a few minutes early.

It is mandatory that parents sign their child in and out. The nursery school assumes responsibility for the child after a parent has signed their child in attendance and has notified one of the staff that their child has now settled into the class setting. The parent will then resume responsibility for the child upon signing them out at the end of the class. Parents assume complete responsibility for their child when we are on a parent attended field trip.

Only authorized adults will be able to pick children up from the nursery school. All children should be picked up on time or the nursery school will levy a babysitting fee of \$5.00 for every 5 minutes or portion thereof beginning five minutes after dismissal.

The nursery school will not be responsible for lost items. Please label your child's clothing and other personal items. We will not be responsible for toys brought into the nursery school from home. Therefore, it is our policy not to allow children to bring toys from home. Children will be allowed to bring toys only on special days and the teacher will inform the parents when these days are approaching (e.g. Show and Share).

STARLIGHT CHRISTIAN NURSERY SCHOOL: CURRICULUM STATEMENT

At SCNS, our curriculum provides children many opportunities to develop in the areas of socialization, physical, emotional, cognitive and language development at their individual levels. These opportunities are encouraged in a variety of ways.

The daily schedule offers a balance of large and small muscle group, active and quiet play, child initiated and teacher facilitated activities. Transitional songs are played and cues are given to guide children positively and alert them about changes in the routine.

Children can freely demonstrate their creative expression through the use of puppets, play clothes, art, and music with instruments, songs and finger plays. Daily activities provide opportunities in developing socialization, emotional, physical, language and cognitive skills taking into account each child's abilities, capabilities, interests and needs. Children have the opportunity to create relationships as we strive to give them individual attention whenever possible.

Teachers help children nurture a positive self-image by noticing and labelling children's feelings, praising positive actions, and displaying their beautiful artwork. We empower children to resolve their own conflicts with each other by teaching problem-solving and role modelling pro-social skills.

Parents and families are an essential part of our program, and we value and respect them for their love and dedication to their children. We want to create a sense of family at the school, and through daily communication and sharing of pertinent information (child) we can strengthen that bond. We have parent meetings every year, and there are many opportunities for parents to volunteer.

Teachers build relationships with students and parents to help facilitate learning in children. Teachers listen, are compassionate, provide information and resources to parents and children. Teachers encourage children and teach social skills for positive interactions among their friends.

Having a mirror in the dress up area along with many dress up clothes, allows children to be creative and use their imagination while role playing. Children's artwork is displayed under a sign called Our Little Picasso's reinforcing positively appreciation for their work.

A quiet reading area with comfortable child size couches for children gives them a place to go when wanting individual quiet time. Setting up a science centre, a drama centre, a reading area, etc. helps children express themselves freely in all the various kinds of play available in the centres.

Children are given opportunities to choose and direct their own play experiences during free play, giving them leadership skills. Program activities are planned by teachers based on weekly topics; but may change depending on the children's interests. Character building is an integral aspect of the program which teachers model for the children.

Children use a variety of materials to explore their world and senses. Clay, scissors, glue, drawing, paper, markers, etc. Using different materials, children can express their creativity, ideas, and feelings.

Children learn that God loves them and that they have value and each one of them has unique gifts waiting to be discovered. Being respectful and kind to children, teachers and parents are invaluable character qualities that the children will learn while coming to our program.

Teachers plan developmentally appropriate material for children of all abilities and needs to support their learning. Children learn at their own pace and are given many opportunities to practice different skills such as: manipulating small objects, and cutting with scissors (fine-motor). Play materials and displays reflect cultural diversity as well as a variety of abilities (inclusion) positively. Children use a variety of diverse toys, flash cards/emotions, clothes, and cultural books to enrich their learning about cultures around the world. Bulletin boards, posters, photos and cultural books display diversity /inclusion and teach children about acceptance for each other. Teachers educate children on cultures and traditions of other countries, giving them an appreciation for the diversity, and variety of play opportunities and activities that can be discovered with each culture.

Volunteering:

Classes do not require parent volunteers, however, we want our parents/guardians to feel welcome to stay at any time (as arranged with the staff) and to volunteer under the guidance of the staff. If you would like to observe your child in class, please speak to the director.

When a parent of a child volunteers in their child's class, they remain under the guidance and supervision of the teacher. Parents who volunteer are not authorized to participate in bathroom breaks. Regular volunteers may be asked to complete a child abuse registry/criminal record check.

In addition to joining a class, parents have the opportunity to contribute their time outside of class hours. Such opportunities include sharing particular interests or abilities in class projects (such as community helper's week), helping with fundraising, class parties, preparing for special events such as the Christmas concert or the year-end party. If you have particular skills or interests that could be helpful, we encourage you to talk to the director.

Board of Directors

As we are a not-for-profit centre, we are run by a Board of Directors which are parents that volunteer their time to be members on the Board. We exist to support our director and assist in decision making. We also exist to liaison with the families of the nursery school. Our Director, Michelle Blanchard, manages the day-to-day issues of the school and should be the first person you consult if you have any concerns regarding your child or the nursery school in general. Without a Board of Directors, we are not allowed to operate the centre or run classes, so it is imperative we have families who are willing to be members on the Board. Depending on your position time commitments can be as little as a couple of hours a month to attend monthly Board meetings. If you are interested in being on the Board, please let Michelle know at any time.

Fundraising and Contributions

We rely heavily upon the funds we raise from fundraisers, that we run throughout the school year, to provide for special events (Christmas party & gifts, graduation, Easter etc.), resources, equipment and much needed supplies for our program, and greatly appreciate your involvement as parents as you partner with us to enrich your child's experience. If you have any fundraising ideas, please let the director know. Participation in fundraisers is VERY much appreciated! Some families are very busy and prefer to make a \$150.00 donation for the year to use as a tax deduction, in lieu of fundraising. Starlight Christian Nursery School Inc. is a non-profit charitable organization. Families at any time can make a donation and receive a tax receipt. Thank you for your support of our school!

Communication

The nursery school needs to be kept up to date of any changes in address, telephone number or of alternative contacts. The nursery school records must be kept current in case you should need to be reached at any time. The nursery school will not be held responsible for anything that may happen as a result of false information given at the time of enrolment or failure of parents to advise the centre of a change of registration information (phone number, emergency contact, address, guardianship).

Health and Nutrition

Illness:

A child who is sick cannot attend nursery school for their own comfort and the well-being of the other children and staff. The following is a list of symptoms to guide you in deciding whether your child should be sent to school. Do not send your child to school on days when any of the following symptoms are present:

1. Fever (temperature over 98.6)
2. Bad throaty coughs
3. Diarrhea
4. Vomiting
5. Sore throat – Strep throat
6. Discharge of discoloured or profuse amounts of mucous from nose
7. Contagious rash or unknown rash
8. Pink eye
9. Ear infection

Parents are required to notify the school if your child is sick and inform the staff of the nature of the child's illness. If a staff person feels that a child is too ill to attend class, or becomes ill while at nursery school the parent will be contacted and asked to make immediate arrangements to pick up their child up from class.

There will be no medication dispensed by the staff to any child in the nursery school. If your child requires medication, it must be provided and dispensed by the parent of the child (exception: in the case of a life-threatening allergy, or asthma) parents will complete a Uris form *and* Individual Health Care Plan for their child. * Parents are responsible for providing epi-pens and inhalers/medications for serious medical conditions that are not expired and in good condition.*

Snacks:

Our nursery school is an allergy aware environment. We ask that snacks sent by parents consist of healthy foods. Parents provide a small snack for their child's daily snack time. Snacks that are acceptable are brain-friendly foods such as whole foods from the four food groups. Some snack suggestions are: veggies and fruit, eggs, crackers and cheese, muffins, etc. Please remember that we have a short time for snack so only provide a couple items to eat (this is not a meal).

**Junk food such as candy, chocolate, potato chips, soft drinks, cake, or any other food high in sugar is not permitted. We allow the occasional cookie or sugary snack as long as there is a healthy option as well. It is at the staff's discretion what snack is permitted, all others will be sent home.

If there is a child with food allergies in your child's class, the parents will be informed in writing which food(s) are to be avoided. Parents are to comply with any food allergy restrictions requests made by the school.

Safety

Clothing:

Each child must have a complete set of extra clothing at all times at the school as well as indoor shoes. All clothing must be labelled with the child's name and stored in a bag in the child's backpack. Children should come to school dressed in comfortable and simple clothing which is easy to undo and do. Avoid belts, straps, zippered pants, tight pants or buttons etc. as these only cause the children to wet themselves (ex. unable to get them undone in time). The ability to do it themselves builds self-confidence and a feeling of independence.

Children must wear non-slip shoes at all times. Shoes must have a heel strap. Velcro runners are ideal. On wet or muddy days and in the winter, **both adults and children** must remove your outdoor footwear on the mats in the entryway, at the top of the stairs.

The children should bring indoor shoes to replace their boots. Shoes must be worn at all times.

If a child's indoor footwear is forgotten two times, then they will be required to leave indoor shoes for their child at the nursery school, or go home and get their shoes.

Once a month, a fire drill and lock down drill are conducted following the procedures outlined in the Emergency Evacuation Procedure. This practice is to enable the children to familiarize themselves with the situation in case an emergency evacuation is necessary.

In the event of an emergency evacuation, the children are taught to walk briskly and line up at one of the main exit doors. One staff will take the attendance after exiting with the children, while the other staff checks all rooms to make sure all children have left the building. The children will then go to Ecole Centrale where parents will be promptly notified.

The safety Enhancement Policy is available at the school, along with other school policies or on our website.

Emergency Closures

The Director and/ Board will use its discretion in cases of extreme weather conditions or uncontrollable circumstances pertaining to our school (ex. blizzard, gas leak, church repairs etc.) for cancellation of nursery school classes. Parents can phone the nursery school and the outgoing message will be changed to indicate closure. If there are extreme weather conditions and school buses are not running in the RETSD, please check our Facebook status by 8am and call the school to check the message to see if the school is open or closed for the day. No reimbursement will be issued.

Guardianship/ Supervision

To ensure the safety of your child, the nursery school requires a copy of any legal documents regarding custody, guardianship, or restraining orders. Staff cannot legally refuse access to the child by their parents if a legal document is not on file at the nursery school. All legal documents will accompany the child on any outings. The nursery school has the right to refuse service if this information is not provided.

At parent attended parties or any extracurricular event, (Christmas party, graduation, year-end) the parent assumes complete responsibility for their child.

Transportation Policy

If parents are in attendance on a field trip, they are responsible for their child's well-being and behavior. Either walking or parent vehicles are used for the transportation of children on field trips.

Walking trips are supervised by school staff and parent volunteers.

SCNS is not able to take responsibility for transporting children by vehicle to and from field trips. Parents are required to ensure that proper child restraints (seat belts, car seats, booster seats) are used by the parent transporting your child as required.

Parents are responsible for making their own arrangements. It is also the parent's responsibility to let the staff know in writing if their child will be transported and supervised by another adult. Proper child restraints such as seat belts should be used in all cars.

Allergy Policy

We are an allergy aware facility. Every year changes with new children and allergies. Sometimes we have several types of allergies, other years we do not have any allergies at all. At the beginning of each year, parents will be notified whether we have any food allergies, and which foods will be restricted during snack time.

To reduce the risk of accidental exposure to foods that a child may have a serious allergic reaction to, some helpful guidelines should be followed.

It is the responsibility of the parents of a child with an allergy to:

- Tell the Nursery School director about the child's allergies and needs.
- Disclose all allergy/ medical information regarding their child on the registration form
- Provide their child with an **up-to-date** auto-injector or inhaler & bring it in to **every** class, or leave one at school
- Make sure their child has and wears a medical identification bracelet.
- Submit all necessary documentation as required.
- Make sure that auto-injectors are placed in the blue first aid bag in entrance when arriving at the school
- To fill out an Individual Health Care/Emergency Response Plan for their child, (Uris form) which is updated every year.
- Be willing to provide safe foods for their child, on special occasions, and class parties etc.
- Provide support to the facility and staff as required.
- Teach their child (as developmentally appropriate):
 - to recognize the first signs of an anaphylactic reaction
 - to know where their medication is kept and who can get it
 - to communicate clearly when he or she feels a reaction starting
 - to carry his or her own auto-injector on their person
 - not to share snacks, lunch or drinks
 - to understand the importance of hand washing
 - to report bullying and threats to an adult in authority
 - to take as much responsibility as possible for his or her own safety

Parents of all children in the nursery school are responsible to:

- Cooperate with the Nursery School to eliminate allergens from packed lunches and snacks.
- Participate in parent information sessions.
- Encourage children to respect the child with a known risk of anaphylaxis and Nursery School policies.
- Inform the staff before food products are distributed to any children in the Nursery School.

Responsibilities of all children (as developmentally appropriate):

- Avoid sharing food, especially with children with a known risk of anaphylaxis.

Follow rules about keeping allergens out of the Nursery School and washing hands

- Refrain from bullying or teasing a child with a known risk of anaphylaxis.

See full Anaphylaxis Policy in Enhanced Safety Plan

**** PLEASE NOTE:** As parents do provide the snacks for their child, staff will do their best to monitor children's snacks, however, **they will not be held responsible** if an allergic child does come into contact with an allergen. . *** Parents are responsible for providing epi-pens and inhalers/medications for serious medical conditions that are not expired and in good condition.***

Child Guidance Policy

The nursery school uses a combination of natural consequences and redirection where appropriate to discipline children. Natural consequences are a form of discipline where the child faces logical outcomes for their actions. For example: cleaning up snack before going into circle time, cleaning up toys when they have left a mess. Re-direction is used to deter or distract children from a potential misbehaviour in a proactive manner.

Proper behaviour is always taught by taking a positive approach, as we are always wanting to build up the child's self-esteem. The staff will help guide the children in their social interactions by:

1. Encouraging positive behaviours, and re-directing them if there is a behaviour that is inappropriate. The staff will encourage the child on what they should do (rather than on what they should not do).
2. Staff will be proactive and anticipate a potential conflict, and will direct or re-direct the child's activity.
3. Staff will model appropriate and desired behaviour to the child
4. We will sit with the child and always allow them to calm down by doing a quiet activity (ex. puzzle, books), until they are ready to discuss the situation and inappropriate behaviour.

If a child's behaviour is consistently inappropriate or harmful to themselves or other children, the following steps will take place:

- a) The Director will address the behaviour verbally with the parent after class or by phone. A parent/teacher conference will be requested and a written plan of action will be put into place to address the behaviour. This could include a home/school behaviour plan, communication books and a reward (set by parent) and consequence. Consistent misbehaviour in one class may result in the child having to be picked up early for that day.
- b) In some cases a behaviour specialist may be asked to observe the child in the Nursery School setting to provide advice and suggestions on encouraging proper nursery school behaviour. This will only take place with parents' written permission. The parents will be involved in the process and included in any de-briefing and provided copies of any material provided by the specialist.

- c) If reasonable steps have been taken to address a child's behaviour and the behaviour continues to be an issue for the staff and children at the nursery school, the Director in consultation with the Board reserves the right to withdraw services.

In accordance with provincial child care regulations, the staff shall not permit practice or inflict any form of physical punishment or verbal or emotional abuse upon, or the denial of any physical necessity to any child in attendance at the nursery school. (Item 11.1 in the Child Care Standards Act).

Opportunities to discuss your child's activities and behaviour in class will be provided at the end of class time, or you may phone the nursery school to speak with Director before or after class time. Discussions after class will take place as discreetly as possible to respect the confidentiality of the children and families. You may be asked to wait until the other families have left, or asked to step aside to the "reading room."

Withdrawals/Termination Conditions:

SCNS may terminate your child's enrollment in the nursery school's program effective immediately via written notice to the parent of such termination, if any of the following conditions arise:

*Based on the Director's reasonable opinion and observation, the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other enrolled children at SCNS and that the threat cannot be eliminated.

If a parent/guardian's behaviour is inappropriate, disrespectful or abusive to either staff, board members, parents, or children of the nursery school and/or the nursery school itself, SCNS has the right to withdraw services entirely and without further notice. A parent/guardian who has been asked to leave the nursery school will not be welcome back at any later date and will not be accepted as a board member.

Under the Child Abuse Protocol, it is the legal responsibility of the Nursery School Staff to report any known or reasonably suspected instances of child abuse to Child and Family Services.

Confidentiality Policy

No information, verbal or written, regarding a child or his/her family will be released to anyone other than the legal guardians of the child (except in the cases where required by law to make such disclosures e.g. Day Care Office to comply with licensing, etc.). In the case of an emergency or injury to the child, information may be released to the police authorities and/or medical staff attending to the child. In the case of suspected child abuse, the appropriate authorities will be notified. Access to a child's information record is given to the legal guardians of the child and the regular staff. Confidentiality of families will be respected at all times, information will be released only with written parental or guardian permission.

Starlight Christian Nursery School Electronic Policy

Children and adults using their own personal 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 (the ideas, creations and copyrights) of others
- communicate in a respectful manner
- report threatening or inappropriate material

Inappropriate use includes...

Intentionally accessing, transmitting, copying or creating material that:

- violates the confidentiality of children, parents, the provider or others involved in the home
- violates the homes' 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)

Supervision and Monitoring

Starlight Christian Nursery School has the right to monitor the use of information technology resources and to examine, use, and disclose any data found. This information could be used in disciplinary actions and released to the police if it is criminal in nature.

Social Networking and other Web sites

Information (including photos or videos) about children, parents, or others involved in the nursery school are not posted by SCNS, parents or children on:

- Social networking web sites (ex.blogs, MySpace, Face book, Instagram etc)
- Public networking or file sharing sites (YouTube, etc)
- Starlight Christian Nursery School's website (except with written parental permission)
- Any other type of Internet website

Children are not accepted as "friends" or "buddies" by SCNS when using social networking sites such as Face book or MSN.

Nursery School's Use of Cell Phone and Personal Electronic Devices

Cell phones and other personal electronic devices are used appropriately by SCNS staff and volunteers when caring for and supervising children. For example, a cell phone is used for safety purposes and communication with children's parents when on outings with children.

Starlight Christian Nursery School – CODE OF CONDUCT

At Starlight Christian Nursery School, we strive to provide a safe, caring, learning environment for children, staff and families.

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

- management and staff members
- children
- parents/guardians of children enrolled
- all others involved with our Nursery School

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 help.

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

All children, parents, staff and others involved in our centre must use e-mail, electronic devices and the Internet according to our policies. This protects people's privacy and the confidentiality of information.

Unacceptable Behaviours

The following behaviours by children, staff, parents and others involved in our Nursery School 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, colour, ancestry, nationality or place of origin, ethnic background, age, sex, gender-determined characteristics, 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, staff and others involved in our Nursery School by:

- developing positive relationships, including making time to talk and listen
- establishing clear, consistent, simple limits
- stating limits in a positive way and periodically reminding people
- providing explanations for limits
- working together to solve problems
- modelling and encouraging appropriate behaviour

Consequences for Inappropriate Behaviour

We will consistently respond to inappropriate behaviour by children, parents, staff and others involved in our Nursery School by:

- 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 professionals to help staff understand and reduce a child's inappropriate behaviour
 - child and family services to access parenting supports
 - 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 a staff member
- suspending or withdrawing services because of a child's or family member's inappropriate behaviour or in the case of a visitor not allowing the person to return to the Nursery School
- contacting the police and/or child and family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person.