

PARENT POLICY



little
lambs

CHRISTIAN PRESCHOOL INC

**Located in Winnipeg Evangelical Free Church
500 Lagimodiere Blvd.
Winnipeg, Manitoba R2J 4J1**

**Telephone: 475-5222
Email: llcp@mymts.net
Web site: www.littlelambswinnipeg.ca**

**An Inter-Denominational Program
For 14 months-6 year olds**

**Fulfilling the Church's Mission:
*"To Know God and Make Him Known"***

THESE POLICIES HAVE BEEN ESTABLISHED ACCORDING TO REGULATIONS AND RECOMMENDATION AND WITH APPROVAL OF MANITOBA EARLY LEARNING AND CHILDCARE. THEY ARE SUBJECT TO CHANGE WITHOUT NOTICE IF DEEMED NECESSARY (March 2023)

Days and Times: Monday-Friday, 7:30a.m.-5:00pm. We follow all statutory and public school holidays, though open for in-service days. Children may attend full or part time as available, with a minimum of two days. Half-day children may not attend more than 4 hrs in a day, and only as part of our EFree Kidz College Inc. nursery school program.

Program Length: 41 weeks- September-June, excluding two weeks at Christmas & one week at Spring Break. *On a year-year basis, we also offer a limited five-week program in the summer (8:00 am to 5:00 pm daily). EFree Kidz runs September to the start of June, for 3 and 4 yr. olds.

Drop Off/Pick up: Parents may enter the south or west side doors no earlier than 7:30 a.m. to settle their children. Latest pick up is by **5:00p.m.** Please be aware that children may be in the outdoor yard at pickup time.

A parent or preauthorized person over 13 years of age must accompany your child upon arrival and at pick-up. Written confirmation is required if your child is to be picked up by someone other than those listed for designated pick up. I.D. will be required. Please let the office know of any additions or changes. Arrangements must be made for picking up your child or Child and Family Services will be notified.

Doors are kept locked. Please use your fob or press the intercom buzzer. Note: **Be cautious when entering or exiting not to allow someone unfamiliar into the building.**

Registration Fees: \$100/child; \$50 per returning child-per year. Registration fees are non-refundable and due at time of registration by etransfer to llcp@mymts.net, cash, or cheque. Summer registration is \$100, due by May 15th and is applied toward summer fees.

Fees: \$10/full day; \$10/day infant

Fees are withdrawn on the first of each billing period by preauthorized debit agreement. Payments by cash/cheque must be submitted prior to the first of the billing period. A late fee of **\$5** will be charged for the first week, **\$10** for the second week, etc. N.S.F returns for cheques will be charged a fee of \$30.00. Etransfer also accepted.

Late fees: Will be charged for all minutes beyond 5:00 p.m.to the time parents leave the building so staff may exit, at a charge of \$5 every 10 minutes and is payable directly to the staff person.

Withdrawal: proper written withdrawal notice of **two weeks** must be given. **One month's notice is required from May 15th to Sept. 15th.** (Refund cheques will not be issued for amounts under **\$5.**) Full time spots may not drop days unless suitable part time is available. Part time spaces may drop days mid year **if** there is a wait list for the day.

Receipts: Receipts will be issued **upon request, other than tax receipts, which are issued in February.**

No refunds or makeup days will be given for illnesses, vacations, **statutory** days, or days on which the school cannot be open due to circumstances beyond it's control, as families are paying for the spot and not days used. Drop in days are gladly arranged, if space allows, and will be billed the following month.

Enrolment: Children aged 14 months to 6 years. Registration begins in February for the following September, with current families first and then opens up to our waiting list. Individual tours are set up by appointment only, at which time a registration form will be filled out and payment for the registration fee made. Proof of custody may be required.

Snow Days: In the event of a closure due to severe weather, parents will be notified through HiMama. If schools are closed, LLCP will also be closed.



Fundraising: Typically, fundraising drives occur spring and fall with **all parents** expected to participate in one way or another as all special projects and equipment are funded this way, along with some operating expenses. Donations may be given in lieu of fundraising, (charitable status application in progress). Hot lunches are held bi-weekly to help raise funds.

Emergency: In case of illness, a serious situation, or an accident, a parent will be contacted. Emergency contact persons will be called within 30 minutes of inability to reach a parent. In case of a serious event, 911 will be called first. In case of evacuation, children will walk across the parking lot to Monarch Industries and parents/contact persons phoned for pickup. Our safety policy is located on the parent board in the hallway and a copy emailed to parents on a yearly basis.

Health: Parents should ensure all their children's immunization records are up to date. Children with communicable diseases must be confined according to doctor's orders and the childcare centre notified. If your child has been exposed to a communicable disease such as Covid19, mumps, measles, strep throat, conjunctivitis (pink eye), impetigo, ringworm, or pinworm, LLCP must be notified.

If your child's normal play or activities are slowed down due to not feeling well, has a temperature of 100.4 deg. F (38C), has diarrhea, **vomited once within 24 hours**, has an undiagnosed rash or itching, or has a severe cold with fever, bad cough, constant sneezing, runny nose with green or yellow discharge, a day must be missed. We advise with any symptoms that would cause your child to miss a day, that he/she should be 24 hours symptom free. Staff should be notified, if you think your child is "coming down with something", so that you may be called for an early pickup if necessary.

Prescription medications will be administered by a designated staff, including an Epi-Pen for severe allergies, with a signed permission form. Prescription medications must be in their **original** container, labelled, with your child's name.

No Nit Policy: Because lice are highly contagious, parents are required to notify the centre immediately once aware that their child has head lice. By doing so, appropriate action can be taken to stop it from spreading. If head lice are discovered on a child at the Centre, parents will be contacted immediately to pick up their child. The child may return to the centre once appropriate treatment is complete and the centre staff performs a head inspection prior to re-entry.



Nap Time: For those that nap, cots are provided, with a sheet used only for your child. Cots are sanitized in between children. Individual blankets and cuddlies are brought by parents and left in the lockers, and are taken home weekly for laundering. Soothers are to be given to children who need them, **only at nap time**, and at the parent's request. Soothers are considered a health and safety hazard at any other time of the day in a daycare setting, with exception for new children adjusting in the toddler room. Bottles will only be given to children at the snack table, and will not be allowed in the nap room, unless the child is held by a staff.

Diapers: There are individually labelled baskets in the change areas for your child's diapers and unscented wipes. Please replace as needed. Children in diapers are checked/changed 3-4 times per day; more often if needed. The change table is sanitized in between children, and the impermeable paper changed. All proper handwashing procedures are followed. Staff prefer Velcro pull apart **diapers** to pull-ups. We will partner with you when you choose to begin toilet training.

Clothing/Outdoor: **Non-marking, rubber soled footwear that either slips on or fastens with Velcro should always be worn to prevent slipping and to comply with fire regulations.** You may leave these shoes at school **but please be aware** that staff do not always change from indoor to outdoor shoes for outdoor play. This will be at the staff person's discretion. If possible, it is a good idea to keep a spare pair of shoes at school in case of mishap or accident. Please do not send your child in flip-flops as these are considered dangerous in a childcare setting.

Each child is to have a full change of clothes at school. All clothing should be easy for the child to manage **and of the "play" version.**

Please ensure that **name labels** are on all items brought to school, including clothing.

Staff are not responsible for misplaced or exchanged items.

Encourage your child to dress without help! Be sure he or she can handle the buttons, snaps, zippers, ties, etc. on his or her clothing. This is especially so for outdoor clothing as we do go outside daily, weather permitting. Staff do help the children, but self-help skills are an important part of gaining independence, confidence and pride.

Toys: In general we ask that your child not bring "prized possessions" to the classroom for play purposes. They are allowed initially, to help your child feel more secure at school. Staff are not responsible for items from home that are lost or broken. Action figures are discouraged as these are especially problematic!

Snack Time:

A nutritious snack consisting of:

1 serving from Fruits or Vegetables, and

1 serving from Protein Foods **or** a Whole Grain

is required to be provided daily by parents for both morning and afternoon snack.

A nutritious lunch consisting of

1 serving from Fruits or Vegetables, and

1 serving from Protein Foods

1 serving from Whole Grains

No pop or candy please. Special birthday snacks should also incorporate nutritious food from the food guide. Please note that lunches/snacks are not refrigerated and require an ice pack in a food safe lunch kit such as a cooler.

Each year we have children in our care with life threatening allergies. **Please check all ingredients and do not send anything labelled: “May contain nuts.”**

Flexible Daily Schedule (sample)

7:30-8:45	Arrival /Free Play/Art
8:40	Wash hands
8:45-9:25	Snack
9:25	Washroom/Cleanup
9:30-10:20	Group time-2 older groups, freeplay Younger groups outside/gym
10:20	older dress outdoors/head to gym
10:30-11:00	younger in from outside/bathroom/ free play
11:00	group time-younger groups
11:30	Diaper chdn
12:00-12:10	all chdn in for hand wash/lunch
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12:15	Lunch
12:45-2:30	nap/quiet time/story time
1:00-2:25	Group times/free play/outdoor/gym
2:30-3:00	Wake Nappers, Cleanup
3:00-3:30	Snack
3:35-4:00	Music Group
4:00-5:00	Gym, Outdoor or Free Play, Parent Pick-up

Curriculum Statement:

Our team of staff choose to provide a theme-based curriculum, with themes timed to introduce learning in areas children would naturally be curious about for the time of year such as birds/migration or fall changes. We also plan curriculum that evolves from the children's interests, broadening their knowledge based on experiences provided.

Group time may be music, movement, theme based, and/or concept focused. The youngest children have a very short time together where they sing, read, and do a craft. The older groups are divided based on age and ability to fine tune developmentally appropriate learning. We welcome the children at the start of group time in a larger group, saying hello to one another in song, repeating monthly songs and verses, and saying a short prayer. From here, the groups divide into groups of eight.

We believe that our teacher directed group times are only a small part of your child's learning, in a day. Your child learns during routines such as bathrooming and hand washing, when dressing for outdoors, or as they wait their turns for a toy. Even a negative social interaction with another child is a learning experience as staff guide them through problem solving and what could have been done differently.

Routines are important in the life of a preschooler so we follow our posted schedule as closely as possible. We are open for a shorter day than some centres, so keeping to routine helps us to provide all the experiences we plan for the children, without feeling too rushed. At the same time, flexibility is a huge asset in group care, as many unexpected occurrences happen and there are times where we choose to delay the next transition as everyone is playing so well.

We believe in the value of free play as a very important part of the curriculum. Children learn best through play. Here the children engage in choice making and socialization. Their imaginations have free reign. They choose to be quiet or active, to create or to build. The climber may become a pirate ship or they may sit quietly with a book. They may pour water in the water table or dress up in a costume. Here also, the children mimic what they have experienced at home, setting out dishes and food, playing house, dressing a baby.

They are playing with what they are interested in, building language as they interact with one another and expand on what they know. They are developing social skills, coping skills and problem solving skills. They are also learning body awareness, fine motor skills, and visual discrimination. The children have opportunities to enjoy themselves and have fun.

Our teachers do not direct this play; but, rather, listen and observe when able, encourage and facilitate the play if called upon, or keep it moving along as it begins to fade out. Staff will verbalize what a child is doing, or validate feelings such as pride or frustration. The teachers will also ask questions to help the children consider other possibilities for play. Sometimes conversation unrelated to the play naturally flows while a child is playing and the staff observing.

We are interested in what the children are interested in and set up the physical environment with "props" to allow play with depth. This may mean theme related items in the drama centre such as a flower shop; it could also mean a science activity planting seeds, which the children then keep an eye on at the science centre. We organize the areas of the room to stimulate new learning opportunities and build on those established by rotating toys and occasionally moving things around so they are fresh in the

children's eyes. At times during free play, a staff may facilitate a game to draw small groups of children. Our art area is also an important and popular hub of the room, with many different types of activities available and lots of creative "work" happening.

Not only is your child learning from the environment, routines, free play, and group time, your child also learns while engaging with others. He/she plays with and alongside those with whom friendship has been developed, and those with whom it is still developing. The mixed age group allows for more mature children to help with those less mature.



Here they learn about each other too as they listen to one another and notice similarities and differences, even observing physical appearances. We encourage cultural diversity in ways such as bringing music or food from home. Human being to human being, we work to build loving relationships in an atmosphere of trust and security. It is within this atmosphere that we can give glimpses of our God in heaven-how He created us all, cares for us, has a plan for us, and is for our good.

We touch base with you, the parents, at the start of the day, and try to paint a brief picture of your child's day for you at the end. It is a busy time, so please feel free to approach us to enquire about your child's day. We want to get to know you, and assure you that we are learning about your child. This is probably one of the most fulfilling areas of our job here: the relationships we build with families. We will also communicate with you periodically by email and newsletters. We will take pictures occasionally through the year for HiMama and put together a journal of your child's learning that will go home at the end of the year.

Ultimately, we want to see growth of your whole child: physically, spiritually, emotionally, socially, and cognitively. We believe that best happens as we build relationships with you and your families, as we plan for and set up the environment, and most importantly, as we interact with, observe, and care for your children. Each child is unique and will learn differently, coming to our program with other influences and previous experiences. Here, we share all this with one another, whether it is formally as we meet in a group, or informally playing side by side. (We even have great conversations at the change table!) Sharing space opens up new perspectives. We become like family.

Themes

Stimulating preschool learning experiences take place through hands-on activities in various learning centres, through creative art activities, science and social studies, music and movement, story telling, and through large muscle play in our spacious gymnasium, as well as through special guests. Activities are based on the following monthly themes as well as emergent curriculum. Stories from the Old and New Testaments are interspersed throughout the year as they pertain to these themes.

We offer a unique, caring, faith-integrated environment. Your child will not only be involved in normal preschool activities but also, through example, stories and songs, will learn the message of redemption through faith in Jesus Christ. We do want to emphasize that this is a Christian childcare centre and, as such, it has some Biblical content. In addition to stimulating preschool learning experiences, the curriculum includes prayer at appropriate times, artwork with Christian themes, and Christian stories and songs.

Christian precepts emphasized include:

- Understanding/empathizing with the feelings of others, learning to be kind and generous-willing to share
- Listening to those who have authority, learning to tell the truth, what it means to be responsible
- Learning that each individual was created unique and special to God, who has a plan for their life
- What it means to have faith and trust in God, learning to Pray-giving thanks for blessings received, learning a sense of awe, wonder and mystery about the world God created and for which He cares
- Respecting God’s house and the importance of worship



Verse for September: “Encourage one another daily” Hebrews 3:13		
September	My God and Me	ABC Blue Square
	All about me; starting preschool Who is God? God’s Word. Prayer Families	
Verse for October: “Do to others as you would have them do to you.” Luke 6:31		
October	Fall and Giving Thanks	DEF Orange Circle
	Fall changes, leaves, weather, animals Thanksgiving Harvest Food Groups	
Verse for November: “God loves a cheerful giver.” II Corinthians 9:7b		
November	Safety and Health	GHI White Triangle
	Indoor and outdoor safety People who keep you safe-fire, police Taking care of our health People who care for us-dentist, doctor	
Verse for December: “Jesus is the son of God” Acts 9:20b		
December	Wintertime and Christmas	JKL Yellow star
	Winter changes Hibernation Winter activities/sports Advent Christmas story	
Christmas Break Two Weeks		



Verse for January: “Be kind to one another.” Ephesians 4:32		
January	All of God’s Creatures Animals, Pets Jungle/Wild/Zoo/Circus/Farm Reptiles and Dinosaurs Ocean Life	MNO Brown Oval
-	<u>Theme</u>	<u>Concept Focus</u>
Verse for Feb: “Be patient, bearing with one another in love.” Eph. 4:2b		
February	My body and my feelings 5 Senses: Body Parts My feelings and emotions Caring for others Love for one another	PQR Red Heart
Verse for March: “For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.” John 3:16		
March	Music and Easter Songs-Nursery Rhymes Instruments Easter	STU Green Rectangle
Closed for Spring Break		
Verse for April: “In the beginning God created the heavens and the earth.” Genesis 1:1		
April	Spring New Life Birds Spring Changes Taking care of God’s world-Earth day	VWX Purple Diamond
Verse for May: “Children, obey your parents in the Lord, for this is right.” Ephesians 6:1		
May	My world Gardening and flowers Homes and Communities Transportation-water, air and land Space	YZ Black Crescent
Verse for June: “I can do all things through him who strengthens me.” Philippians 4:13		
June	Summertime Insects Camping/Beaches/Picnics Swimming/water safety Canada Day	Review

PHOTOGRAPHY AND VIDEOTAPE

Documenting our children in action is an important part of our curriculum. Photos may be used for activities such as photo albums, bulletin board displays or year-end art books, as well as Instagram (no faces).

Photos are also sent by staff to parents through our HiMama app. Parents are sent an invitation to join Hi Mama's classroom and will have access to photos and videos.

Parents/Guardians/Families are strictly advised not to share photos/videos of other children to their personal web spaces (for those who receive photos with more than just their child as per prior permission), social media or other individuals outside of primary family members or emergency contacts. Failure to comply will result in such actions as removal from the HiMama app and possibly a forfeit of your spot in the program if the abuse requires such action.

Practicum students from post-secondary institutions may be required to take photos for the purpose of documentation as part of their assignments. A request for permission would be provided at that time.

The above privacy policy is referred to on our LLCP Registration Form. When signing the information form, you agree to the collection of personal information as it pertains to the children in our care and their families.

Last Revised Dated: November 18th, 2021



LITTLE LAMBS CHRISTIAN PRESCHOOL PRIVACY POLICY

Your privacy is important to LLCP. The purpose of this policy is to inform you of what personal information we collect about you, how we plan to use it, whether we disclose it to anyone, how long we keep it, and how you can request access to your personal information. Personal information is any information that can be used to identify, distinguish or contact a specific individual. Personal information can include facts about or related to an individual.

We collect personal information about the children in our care, their parents/guardians, siblings and other individuals who are also involved in their care and upbringing, independent contractors, directors, therapists, volunteers, work experience students and educational or regulatory observers, and about other people in the general community with whom we interact. We respect the privacy of all these individuals.

When you enrol your child in our Centre we are required to collect the following personal information: your child's name, address, telephone number, birth date and gender; your marital status, names, addresses, telephone numbers, occupation, school; work hours, and whether they are f.t or p.t.; similar information about other members of your family (i.e. siblings other adults in the household, emergency contacts); the name, address and phone number of your Doctor; medical and individual health numbers; health information about your child i.e. allergies, learning disability; if you will be requiring subsidy; if there are any court documents such as custody orders.

There are a variety of circumstances where we may need to disclose some personal information about the children in our care and/or their families, or about our other constituents. However, with the exception of those circumstances where disclosure is required or permitted by law, we make sure that any disclosure of personal information is made on a "need to know" and, where applicable, on a confidential basis, and in accordance with the provision of The Community Child Day Care Standards Act and the

Manitoba Early Learning and Child Care Program regulations.

We will use appropriate security measures to protect personal information against such risks as loss or theft, unauthorized access, disclosure, copying, use, modification or destruction. We will protect personal information with security safeguards that are appropriate to the sensitivity of the information. All information will be shredded after the appropriate waiting period.

We would like to have your consent to continue to collect, use and disclose your personal information for the purposes identified above. However, you do have choices. You may refuse to provide your personal information to us or withdraw your consent for us to collect, use or disclose your personal information. In either case, this may limit or eliminate altogether our ability to provide childcare services to you. Otherwise, we will assume that we have your consent to collect, use and disclose your personal information (including personal information that we have previously collected) for the identified purposes and manner consistent with our Privacy Policy. You may access your information at any time.

Behaviour Management

In order for a child to learn independence and appropriate acceptable behaviour at Little Lambs, a supportive environment exists which encourages positive interactions among staff and **all** children and their parents, realistic expectations of **all** children's capabilities, and natural consequences for behaviour. **All** children will be treated fairly and in a consistent manner. Individual responses will be given to each incident and will be determined by the general appropriate/inappropriate level of the action involved and the incident itself.

If discipline is deemed necessary, the children will be questioned about the behaviour, how it might be improved, and will be encouraged to problem solve alternate reactions. If the action continues, the children will be asked to spend a short "time-out" away from the specific incident, not from the whole group, in order to gain self-control or reflect. The child will be invited to rejoin the group when ready to cooperate. The child care centre will not permit, practice or inflict any form of physical, verbal or emotional abuse on, or denial of any physical necessities to any child in attendance or by anyone on the school premises. Natural consequences may be determined.

If any serious problem should arise, the director will become involved and the parent contacted. Depending on the seriousness of the situation, at least one board member will also be approached. Should a situation be irresolvable, the parent will be asked to pickup the child as soon as possible and the matter will be discussed.

In extreme cases where persistent, disruptive or aggressive behaviours occurs, such as total disregard of a caregivers' authority, or physically hurting of others, a behavioural specialist from the Child Day Care Office will be consulted and a referral may be made to the Child Development Clinic for behavioural assessment.

Parents who cooperate with centre staff in regards to resolving this ongoing, difficult behaviour will be given a reasonable period of time before withdrawal is requested. A parent who disregards the need to actively work toward a solution or bring in professional aid, or one that disregards policy requests, will be asked to withdraw. If staff in ratio are unable to prevent ongoing aggression against other children from occurring, the child may be suspended until additional staff can be secured.

LLCP Code of Conduct

At Little Lambs Christian Preschool, we strive to provide a safe, caring, learning environment for children, staff and families. We believe in equality and respect diversity.

Management, staff, children, parents/guardians, all others involved with our centre, and those involved with Winnipeg Evangelical EFree Church are expected to behave in a respectful manner and comply with this code of conduct:

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 centre 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
- the treatment of certain children as more special than others beyond what a reasonable person would acknowledge as the day to day variances of childrens' needs for attention, including the inconsistent use of rules for these children as compared to the others
- 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, 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. We set up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour. We plan a program based on children's interests and developmental needs. We establish 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 centre by:

- developing positive relationships, including making time to talk and listen
- establishing clear, consistent, simple and positive limits, and periodically reminding people with explanations
- 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 centre by:

- praying for and possibly with the individual
- 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 behavior, 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 behavior specialist or other professional to help staff understand and reduce a child's inappropriate behavior,

child and family services 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 behavior involves discrimination or harassment, the police to assist with threatening behavior

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

- suspending or dismissing a staff member
- 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 centre
- contacting the police and/or child and family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person

Bed Bug Policy for Little Lambs Christian Preschool

In order to provide a standard of practice for management, staff, parents, and children of Little Lambs Christian Preschool when addressing the issue of bed bugs, with responsibility lying with the Centre Director, staff, and parents or legal guardians:

Definition: 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 include blood spots on furniture, bedding, carpet or walls; and the bugs themselves.

Procedure:

Any parent or legal guardian who notices signs of bed bugs in their home, on themselves or on their child, or who has been in contact through other sources with bed bugs, must immediately notify the Executive Director ("ED") or her designate.

Any employee who notices signs of bed bugs in any area of the childcare centre (the "Centre") shall promptly notify the ED or her designate.

If signs of bed bugs are confirmed at the Centre, the ED will promptly notify the family. After a discussion between the ED and the family, the Chairperson of the Board will also be notified.

Parents/guardians will be required to provide a doctor's note that clearly identifies whether or not the bites resemble those of bed bug bites.

In the event of a doctor's note identifying bed bug bites, the family will be required to provide a written and signed report by a certified Pest Control Company pertaining to the premises in which the child resides (the "First Report"). If the child has more than one residence, a First Report is required for each separate residence in which the child resides.

If the First Report confirms that the premises in which the child resides have been inspected and found to be clear of a bed bug infestation, the bed bug concern will be considered satisfied. If the First Report confirms that the premises in which the child resides show signs of bed bug activity (old or current activity), the First Report will be required to also address appropriate next steps to treat and eradicate the bed bug issue.

Where the First Report confirms the presence of bed bugs in the child's residence (or one of the residences), a further report from a certified Pest Control Company will be required to be provided to the Centre for each of the child's residences in which bed bugs were detected confirming that the residence(s) has(ve) been treated for bed bugs, and confirming that no further treatment is required (the "Final Report").

From the first suspicion of bed bugs to the Final Report, a number of actions are required of the parent/guardian:

All clothing for the child is to be laundered in hot water and put through a hot dryer. It is to be kept in a separate location in the residence away from the identified area of bed bug infestation, in closed garbage bags.

The child's nighttime clothing should be removed in the bedroom, and the child dressed in the separate area where the clothing is being stored.

A second set of clothing is to be brought to the Centre in a closed bag. Upon arrival at the Centre, the child will be discreetly changed into these clothes and the removed clothing stored in a 2nd bag to return home.

More than one set of laundered items should be brought to the Centre in a bag in the event of toilet training.

Any blankets or stuffed toys brought to the Centre for nap will likewise need to be washed and dried in the manner described in above, and thereafter brought to the Centre in a closed bag.

Outdoor clothing may also be stored in a tied garbage bag while at the Centre.

The Centre will perform a daily visual full body inspection of the child (in a respectful and discreet manner) to monitor for new bites which would indicate the bed bug infestation has not yet been remediated. In this case, the above steps would be repeated.

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



Psalm 127:3 "Children are a heritage from the Lord, offspring a reward from him."

I John 1:12 "Yet to all who did receive him, to those who believed in His name, he gave the right to become children of God."