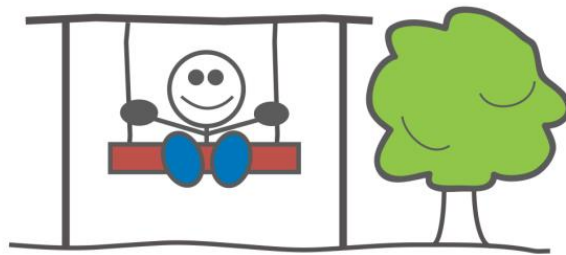


Pembina Valley Child Care Centres Inc.

Operating as

Morden Community Child Care Centre



Parent Policy

"Striving to provide a safe, caring, learning environment for children, staff and families. We believe in equality, respect and diversity."

Revised September 18, 2019



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Parent Policy



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Brief History

Welcome to Pembina Valley Child Care Centres Inc. ~ Morden Site

The early years of a child are those of unlimited energy, exuberance, and curiosity. Not only are these years challenging to those around the child, but crucial years. Area/Centre will provide opportunities, interest, encouragement, and guidance to promote growth in all development areas. Continuous and open communication between parents and staff will help us to better understand the needs of your child while at our Centre. We hope to provide your child with happy, fulfilled days.

Our Centre is a non-profit organization funded through parent fees and government subsidies. A 5-8 parent Board of Directors consisting of parents and community volunteers govern us. The Board is elected at the Annual Meeting and these members serve a two-year term.

Morden Day Care Centre was incorporated October 1, 1981 and moved to our present location February 1, 1983. Our building was built by Morden Kinsman Club and purchased by the Day Care Centre in April 1990. In 1996 we expanded, adding a gym, storage room, and infant sleep room.

Pembina Valley School Age Day Care was incorporated on April 1990 and located at the Minnewasta School. The original license was for 20 children and was increased to 40 by July 2000.

Morden Community Child Care Centre Inc. was established on April 1, 2001 and operating on two separate sites until January 2002. We are licensed for 8 infants, 66 pre-school and 38 school age children. In January 2002, our 2400 sq. foot addition was completed adding space for a school age room, site manager/staff room and an office.

Morden Community Child Care Centre Inc. and Manitou Community Day Care Inc. amalgamated on January 1, 2012 establishing Pembina Valley Child Care Centres Inc. Manitou Community Day Care is located at 516 Souris Ave. in Manitou, Manitoba. It is a multi-aged program licensed for 8 infants and 42 preschool children.

Our Centre has a history of being a leader in the field of additional support needs in our province, and we are very proud of this. We also pride ourselves in the excellent staff that works in the Centre with our children.



Confidentiality

Information concerning your family is kept by us in the strictest confidence.

Government regulations require that a child's information/registration form be completed and kept on file. We will only release information in your child's file with your written consent. An exception to this is in a suspected case of abuse, when we are legally obligated to report all cases.

Mission Statement

It is our purpose to provide an atmosphere that encourages social, emotional, physical and intellectual growth and development of the child as a whole. We strive to provide quality care and learning opportunities for children of working parents and students, children with additional support needs and those who use the Centre for respite, socialization or experience.

Philosophy

It is the philosophy of the Pembina Valley Child Care Centres Inc. that children learn by exploring their environment.

Early childhood should be a time of fun, warmth, security, exploring, and discovery. All children are creative and receptive; the staff strives to nurture and encourage these qualities in the children who attend.

Goals

To provide children with an environment which will promote their optimum development in all areas including physical, cognitive, social and emotional well-being through the following means:

- Providing children with choices and experiences for discovery
- Respecting each child's interest, ability and skills
- Providing a variety of firsthand experiences that allow children to see, touch, taste, hear and smell things in their environment
- To provide an environment that will nurture a child's self-respect, self-esteem, self-worth and self-confidence

To provide a positive learning environment that enhances each child's level of development through creative arts, crafts, music, science activities, storytelling and general play as well as:

- Provide an individualized program for each child based on the child's abilities and interests



- Provide a play-based program that challenges children as well as fosters curiosity, initiative and independence
- Maintain a safe, clean, healthy, physical environment necessary for growing children

To recognize the family as the most important and effective influence on the development of the whole child by:

- Encouraging and promoting communication between staff and parents about their child's daily activities, behavior and general development.
- Seeing the importance of forming a partnership for the well-being of the child, family and Centre.

Infant Curriculum Statement

At Pembina Valley Child Care Centres Inc. ~ Morden Site, we label accomplishments and acknowledge our infants' achievements. We have created strong emotional bonds and developed trust with the infants in our care.

Staff organize interactions and build relationships that promote learning and development through daily routines and play. This is demonstrated through:

Caregiver's Routines:

- During diapering/hand washing, allow for one-on-one time and teachable moments
- Encourage infants to greet/acknowledge each other, parents, and staff
- Explain feelings of children
- Sit on the floor and play
- Encourage verbalization
- Gain trust to create strong emotional bonds
- Observe what the infants do, how they react to situations and routines, and pay attention to what the infants' interest and dislikes are

Exploration and Play:

- Respecting property
- Interact and promote play while being at the infants' level; on the floor
- Use each child's name to help each infant familiarize themselves with each other
- If there's a disagreement, they use redirection
- Encourage solitary play (if needed)
- Encourage group play



Staff build relationships with families and convey information to parents/guardians about their infant's well-being, learning and development. This is demonstrated through:

Caregiver's Routines:

- Verbally show accountability to the program through a play-based curriculum and educating our families about the benefits of play
- Written charts and daily information sheets documenting what each child has done throughout each day
- Photos posted will include a message about the developmental milestones accomplished
- Pictures are displayed on a digital photo frame and scrapbooks are compiled

Exploration and Play:

- Encourage parents to observe play if they want
- Always welcome parents to watch children play with their friends
- Talking with parents about their child's interests so staff can build on it
- Parents are invited to the Centre to teach and play with the children, e.g. an infant's mother was invited to teach the infants how to brush their teeth.

Staff organize the space and materials to promote learning and development. This is demonstrated through:

Caregiver's Routines:

- Room is divided into separate learning areas, e.g. library and active play are separate areas to encourage uninterrupted focus ~ cognitive
- Everything at child's level
- Children helping staff clean
- Age-appropriate toys
- Bring toys up according to child's interests, e.g. blocks for building
- Toys that encourage creativity and foster their learning needs
- Set up room to encourage group play for social development

Exploration and Play:

- Toys and equipment are at the infants' level and are age-appropriate e.g. rattles for a younger infant (6 months), blocks for an older infant (1-2 years)
- Library/quiet area is to allow for some down time (e.g. soft toys, blankets, books)
- Large motor/active play ~ they are directed to climber/open area
- Blocks and cars are grouped together to encourage cognitive development, i.e. creativity
- People/animals/barns are grouped together to help create imaginative play
- Allow long enough uninterrupted play time



- Allow for solitary play if needed
- Room is set up to encourage development and learning, divided into separate learning areas i.e. active play is separate from quiet play, library is set up for cognitive development, block area is set up for physical and social development

Children's individual schedules are accommodated. This is demonstrated through:

Caregiver's Routines:

- Flexible to support the individual needs of each infant
- Support individual needs of each child
- Nap time (if two naps are needed)
- Checking in with parents on how their nights were, allowing more active play if needed
- Recognizing the need for more one-on-one care, depending on the children

Exploration and Play:

- Observe the children
- Match toys/activities on current interests
- Showing different ways to play with toys to challenge them
- Setting out different toys, e.g. stacking blocks as a tower
- Calming activity for more active children, e.g. play dough - textures ~ cognitive

Staff organize time and transitions to support learning and development. This is demonstrated through:

Caregiver's Routines:

- Transitions - going outside e.g. walk through what clothing is needed - use very descriptive language
- Giving warning when a transition is going to occur
- Respecting the child by warning them when they are getting picked up - emotional
- Follow routines so they know what to expect, but we are not bound by time
- Giving each child the time that they need to finish what they are doing
- Formal assessments through developmental checklists and family meetings every June

Exploration and Play:

- Give them time to finish what they are doing, not rushing the infants if they are engaged in an activity and having a flexible schedule to make transitions from play easier
- Encouraging children to work together and help with clean up ~ social and cognitive



- Cleaning up toys, saying names and labeling toys develops cognitive ability and social ability is developed by working together as a team.

Staff identify the connection between each infant's experience and domains of development. This is demonstrated through:

Caregiver's Routines:

- diapering routine - explain what's happening e.g. cognitive learning and social (singing + talking)
- making sure they can access the toys
- mealtimes - cognitive development ~ learning to use spoons/forks - self feeding/independence; social development ~ eating together in a family-like setting

Exploration and Play:

- staff identify connection by labeling play and labeling feelings
E.g.: throwing a ball and labeling the child's physical actions and what the ball is doing ~ cognitive domain
- singing and dancing - cognitive and physical ~ Ring-Around-the-Rosy - becoming aware of song, actions and repetition

Staff reflect and represent all infants, their families and community, and intentionally expose them to similarities and differences in terms of diversity. This is demonstrated through:

Caregiver's Routines:

- evening care for those parents/guardians who must work different shifts
- respecting and exposing children/infants to diversity through menu
- diversity in staff, e.g. Russian, German, Polish, French, Scottish, etc.
- demonstrating inclusion and equality
- pictures displayed showing infants' families

Exploration and Play:

- introducing cooperative play e.g. rolling a ball between two children - social domain ~ through music ~ physical gross motor movement; cognitive remembering their favorite music
- by ensuring that different cultures are represented in all materials e.g. play food, dolls of different nationalities, books, music



Preschool Curriculum Statement

Pembina Valley Child Care Centres Inc. provides children with opportunities for play based exploration, experimentation and learning that reflect all the children's interests and developmental capabilities. Research shows that young children learn and develop best during play when they can choose who and what to play with and can play for at least 45 - 60 minutes at a time.

These experiences will develop children's social, emotional, physical and cognitive skills through planned as well as spontaneous activities. Staff observe children during free play and it is recorded on our observation tool. The information collected is then discussed at weekly team meeting so that activities and learning environments can be planned to meet each child's needs.

Our environment enhances children's development by providing a play space and materials that are set up and changed based on what we see the children are interested in. In our play space we have a variety of learning areas such as housekeeping, science and block area. The materials in these areas change with the children's ideas. For example, a large box was placed in the housekeeping area as a tent based on a past camping experience that the children talked about. Along with the tent, staff added lanterns and a fire pit to expand the children's play. The large box was then changed to a cave based on the children's expressed interest in going on a "bear hunt".

Our activities also provide opportunities to make each child feel accepted, understood, supported and respected. One example of this is that children's creativity is fostered by providing open-ended art materials to allow for self-expression of their own ideas and understanding. The creations are then placed on display throughout the room. We give children opportunities to develop positive interactions and relationships. They can practice independence when they choose play mates, activities and experiences during our free play times. Staff ask open ended questions, get down to the child's level, listen and have turn taking conversations. Digital photo frames are on display in all of our rooms showing the children's participation, learning and development. This encourages conversation between peers and families about their ideas and experiences.

We represent community diversity in our curriculum for children to see similarities and differences. For example, we provide play materials such as Centre made concept books showing our staff, children and families. As well, throughout the year, community members come into our Centre to present their careers/professions.



We have predictable yet flexible routines and schedules to provide consistency, stability and independence in the child's life. If children are interested in an activity, lunch may be 10 minutes later to allow the children to complete what they are interested in.

Pembina Valley Child Care Centres Inc. strives to maintain a family friendly, positive and supportive environment for all children and families. Daily communication between parents and staff occur at the beginning and end of each child's day to keep parents informed as well as room communication books to record all information from parents to staff. To further build family relationships, we have established yearly parent/child conferences in May. This is an opportunity for us to share the child's growth and development as observed through our documentation.

Pembina Valley Child Care Centres Inc. preschool curriculum will continue to further develop and change with staff's interest and expertise as well as family and community needs and values.

Staff

We are staffed with Early Childhood Educators (E.C.E.'s) with college or university training, as well as Child Care Assistants and support staff. All staff must have a valid First Aid and CPR as well as complete the Investigation Authorization (IA) process. For the IA check, a criminal record with vulnerable sector check is completed at the local Police Department or RCMP and a child abuse registry check is sent to the Child Abuse Registry Unit in Winnipeg for confirmation that they are not listed. The results of these checks are then submitted to Early Learning and Child Care.

All employees are required to participate in professional development throughout the year. This will ensure that they are continually upgrading and remaining current in the study of Early Childhood Education.

Occasionally, staff will rotate between rooms to balance the needs of the children and meet licensing requirements. In some situations, a primary caregiver may be assigned to a child, however all staff will be expected to provide care for all children.

Students and Volunteers

Our Centre provides a work experience setting for high school, university and college students. This has proven to be a beneficial experience for the children and the students. In such cases, general observations may be done. An orientation process is done prior to their involvement in the Centre. At no time will the student be part of the staff: child ratio.

Students and volunteers shall at no time be left alone with the children.



Inclusion Policy

Our goal is to be inclusive in providing developmentally appropriate experiences for all children in a secure, stimulating environment. All children are entitled to full participation and support to meet their individual needs. We recognize each child is unique and support that child in developing physically, socially, emotionally and intellectually to their fullest potential. Being an inclusive Centre in which all children and families are welcome offers countless learning opportunities and benefits for everyone.

Behavior Management Policy

Children will always be treated with dignity and respect, allowing choices whenever possible.

11(1) A licensee shall not permit, practice, or inflict any form of physical punishment or emotional abuse upon or the denial of any physical necessities to any child in attendance at the Centre.

- A child may not endanger him/herself
- A child may not hurt others
- A child may not destroy others working environment (shoving, shouting)
- A child may not destroy property

Children are disciplined in a positive manner at a level that is appropriate to their actions and their ages. Staff will discuss and explain the actions and discipline methods when appropriate. Staff will provide a kind and understanding atmosphere that involves helping children to develop self-control and self-direction skills. Understanding child development enables us to know the level of understanding the child has and helps us determine the strategies to use. Staff, students and volunteers are expected to use the following behavior management practices:

- Set clear limits for the children. The limits are consistent, relevant and fair to the developmental age of the child.
- Expectations are clearly and positively stated.
- Children will be offered choices when s/he needs to make a decision.
- A team approach will be used by the staff. The child's needs are discussed, and a procedure will be put in place.
- Different approaches will occur depending on different situations and different children

Example:

- Infant/Toddler Program: The focus is on redirecting, encouraging the use of language. Feelings are labeled and simple explanations of why certain behaviors are unacceptable as well as the use positive reinforcement for desired behavior.
- Preschool & Pre-Kindergarten Program: The focus is on allowing the children to problem solve for themselves. We will use lots of verbalization, redirection, acting



as a mediator to help children solve their problems. We will explain why the behavior is inappropriate, offer choices or ignore behavior when it is appropriate. As well we may remove the child from the situation until s/he is able to interact appropriately and then follow up by discussing the problem with the child before they return to the activity.

- Kindergarten & School Age: The focus is on self-control and self-redirection with the use of positive verbal and non-verbal reminders. We will also use redirection, act as a mediator, use verbal problem-solving skills, peer mediation and offer choices. If aggressive or inappropriate behavior continues, the child will sit away from the group to calm down. After a short period of time, the staff will have a discussion with the child regarding his/her actions and then the child will return to play when they are ready.

Our staff will spend time demonstrating, modeling and verbalizing desirable behaviors. Time is spent observing and recording inappropriate behavior to establish whether a pattern exists, which may in turn suggest a solution.

In helping children gain control to work within the behavior policy, staff will generally proceed through the following sequences in dealing with infractions. Staff can stop anywhere within the sequence if the child (or children) seem to have solved the problem or have the situation under control.

- 1) Remind child of the rule.
- 2) Help the child find a resolution to the problem
- 3) Suggest that the child control his/her behavior by finding something else to do.
- 4) Assist the child to gain control by helping him/her find another activity to do.
- 5) Develop a logical consequence for an infraction, (i.e. temporarily banning the child from the area, picking up mess, or fixing a broken toy).
- 6) If the child is beyond this sort of control, s/he should sit in another room under supervision of a staff member until some control can be gained and discussion is possible.

Aggressive Behavior Policy

As Early Child Care Educators, it is our responsibility to ensure the physical safety and total well-being of all children within our care.



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

In dealing with aggressive behavior, the following procedures will be conducted in the following order:

1. The child (ren) will be removed from the group and then redirect the child (ren) to stop the aggressive behavior. If the behavior stops no further steps will be taken.
2. 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 (ren). Documented reports of the incidents will be given to the child (ren)'s parent. A copy will also be made to keep in the child (ren)'s file.
3. After an incident resulting in a child having been asked to leave the Centre, the Team members involved in the incident will have a meeting with either the Site Manager and/or Director to determine which of the following actions will be taken.
 - a. Develop a behavior management plan which will be shared with the family, or
 - b. Involve a Behavior Specialist, or
 - c. Involve the Board to determine if we need to limit the hours of attendance; suspend or terminate childcare privileges. In the case of termination, the 2-week notice will be waived.

Any aggressive, violent or intentional aggressive behavior that endangers the child, other children, staff, equipment or building cannot be tolerated. In extreme cases, the child will be automatically suspended for three days or have their spot permanently revoked without prior warning.

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

Code of Conduct

A copy of our Code of Conduct is available in the front entrance as well as in front of the office for your use. All families will receive a copy when first registering their child.

Safety Charter

A copy of our Safety Charter is available in each child's room including both offices. Please ask staff for a copy if you are interested.



Mixed Age Group Policy

Pembina Valley Child Care Centres Inc. will be utilizing the mixed age group regulation from the hours of 6:00 am till 7:30 am and 5:30 pm till 6:00 pm Monday thru Friday. The ages of the children involved will be 12 weeks to 12 years. Everyone is in the Pre-Kinder Room during these hours. By 6:45 am, the school age children are taken to their room and by 7:30 am all rooms are open in the building. Measures are taken to ensure a safe and stimulating environment for all children and ratios are maintained for each age group.

Our regularly scheduled evening care program is 6:00 pm till 11:00 pm Monday thru Friday. This is our opportunity to provide a family like environment for those children enrolled. Equipment from other age specific rooms will be brought into the Pre-Kinder room to provide a fun and secure atmosphere. If the group is mostly infants and toddlers, then the infant room will be used during this time. Ratios will be maintained for each age group as per regulation.

Child to Staff Ratios

We always maintain the Government regulations for staff and child ratio:

Infants

- Age 12 weeks to 2 years (infant) ratio of 1:4
- Age 2 (toddlers) 1:6
- Age 3 years (Preschool) ratio of 1:8
- Age 4 years (Pre-kinder) ratio of 1:9
- Age 5 years (kinder) ratio of 1:10
- Age 6-12 (School age) ratio of 1:15

Accessibility Policy

Pembina Valley Child Care Centre Inc. is committed to complying with the Accessibility Standard for Customer Service under The Accessibility for Manitobans Act.

In establishing the following policies, Pembina Valley Child Care Centre Inc. has taken steps to identify existing barriers to try to remove these, or if the barrier could not be removed, to provide alternate ways to access the goods or service, without any additional fees.

*Our "customers" are the children we serve, as well as their caregivers and, during special events, their community supporters.

This policy does not affect program criteria.



1. Communication

Pembina Valley Child Care Centre Inc. will communicate with our clients in a way that considers the nature of any communication barrier.

- If an individual has trouble communicating with staff, staff will ask how they can help; for instance, by finding a quiet space or using pen and paper.
- Printed information will use easy to read fonts and color contrast (black on white)
- Registration forms will be available in alternate formats, for instance 14 fonts versus 10, in print as well as electronically. Registration forms will be received on-line and by mail or in person.
- Clear signage will direct customers to the day care.

2. Assistive devices

Pembina Valley Child Care Centre Inc. welcomes the use of assistive devices used by the children in our care or their caregivers. Care will be taken to create space for devices, such as walkers, and to not touch or remove these without permission of their owners. Staff will receive related training regarding any assistive devices available on site (i.e. how to enlarge print on the computer used by the daycare).

3. Support Persons

Pembina Valley Child Care Centre Inc. welcomes support persons to assist a child in becoming familiar with the Centre. The nature and duration of the support must be discussed in advance with the Director to determine the role of staff and goals for independence, if applicable. Staff will receive related training.

4. Service Animals

Pembina Valley Child Care Centre Inc. is committed to meeting the requirements of The Human Rights Code (Manitoba) by allowing service animals, trained to meet the needs of persons with disabilities, to accompany our children and their caregivers wherever the public is allowed. The service animal must be controlled at all times.

The Centre will ask registrants to identify both the need for service animals and any allergies to animals at time of registration to meet potentially conflicting requirements of the children. Staff will receive related training.

5. Maintain Barrier-Free Access



Pembina Valley Child Care Centre Inc. will maintain barrier free access to our services by ensuring that aspects of our facility that can facilitate access are maintained as intended. This includes ensuring the entrance is free of snow and ice, ensuring the ramp is not blocked in any way, and removing clutter from hallways.

6. Notice of Temporary Disruption

In the event of a planned or unexpected disruption of services or facilities affecting customers disabled by barriers, Pembina Valley Child Care Centre Inc. will promptly post notices at the entrance and on the website. This includes notice when the space is affected by the unexpected use of odorous chemicals elsewhere in the building.

7. Feedback Process:

Pembina Valley Child Care Centre Inc. will include a feedback process that welcomes suggestions on how to better serve our clients, including how to enhance accessibility.

8. Training

Pembina Valley Child Care Centre Inc. will ensure that all staff are trained on how to provide accessible customer service in our Centres. Topics will include an overview of The Accessibility for Manitobans Act and related impact of The Human Rights Code (Manitoba), as well as how to interact with persons with disabilities.

Waiting List

All children and families will be welcomed into our Centre. We support the principle of serving children and families whose characteristics reflect the surrounding community, including a naturally occurring proportion of children with additional support need (10-15% of the general population).

Early Learning and Child Care require that childcare Centres maintain an online waitlist in order to establish the need and type of childcare requirements for each region. Therefore, parents are required to register at www.manitoba.ca/onlinechildcareregistry. The waiting list will be maintained according to full time over part time care, date of registration and residents of the RM of Stanley.

Some exceptions are Child and Family Services may pre-empt spaces and insert a child or children whom they deem a priority to those on the Centre's list, and staff member's children and siblings of children currently enrolled in the program receive priority placing. At certain



times, children with additional support needs may be moved up the waiting list and admitted early to maintain the principle of natural proportions.

Enrollment

- Appointment to be set up with the Site Supervisor prior to enrollment date.
- Registration form to be filled out by parent.
- Registration fee must be paid at time of enrollment.
- Scheduled days will be set.
- Parents will tour the Centre, be introduced to the staff, and review the daily program and Parent Policies at this time.

School Age Enrollment

Pembina Valley Child Care Centres Inc. will only be accepting school children till the end of their Grade 4 school year (June). All families attending our program will be required to pay for both AM & PM, Mondays - Fridays, all no school days / early closings and holidays. Part time families will only be accepted should the facility not be able to fill all full-time spots. Families can still request summers off, as per the Centre's indicated dates.

When enrolling your child, you agree to abide by all Centre Policies. Any related questions or concerns should be discussed with the Director. All policies are Board decisions.

Withdrawal

- The Centre requires **two weeks** written notice for all withdrawals.
- If notice is not given the parent will be charged accordingly.

Hours

- Monday thru Friday from 6:00 am to 11:00 pm.
- When Christmas Eve (December 24th) and New Year's Eve (December 31st) fall on a weekday, the Centre will operate on reduced hours, opening at 6:00 am and closing at 3:00 pm.
- The Centre will be **closed** on MTS P.D. (according to Western School Division school calendar) for professional development. Parents **will not** be charged for this day.

Staff ratios are planned according to the hours of attendance of each child.

Please call the Centre if your child will be away, late, or if someone other than yourself will be picking up your child (ren).



Staff must be advised in writing, when possible, if someone other than the parent is picking up the child. These people must be listed with the Director at the time of registration.

Family Holidays

If your child is registered five full days per week, you are entitled to 2 weeks, or 10 days of holidays without charge per year after being in attendance for one full calendar year. Our calendar year for our family holiday policy runs from September 1st to August 31st. Part time enrolments will receive prorated holiday time as per their regular attendance. These days do not have to be taken consecutively; however, we are requesting four weeks' notice so that the Centre can try to fill your space.

- When using your holidays, your child is not able to attend our program unless you have verified with our Centre that the space has not been filled and you will be billed accordingly.
- **Any additional holidays are welcome but regular daycare rates will be charged. Unused holiday time may not be carried forward into subsequent years.**
- Regular fees will be charged for any absences - including statutory/civic holidays or illnesses.

School age and kindergarten children:

- The children not requiring care for Christmas break, spring break, summer holidays and **ALL** in-service days will not be eligible for any family holidays.

Summer:

- Families requesting to withdraw their children over the summer need to let the office know by the end of September or upon enrollment.
- The Centre will actively seek to find replacement families from our online waitlist to fill these spaces.
- Families are **not** allowed to advertise (i.e. Facebook, social media, family or friends etc.) to recruit to fill their own childcare space; the Centre is solely responsible to find replacement families due to our existing waitlist.
- Families who choose to withdraw their children in the summer will be done on the last regular day of school in June (not including early dismissal) and will not be able to return until the first Monday after the transition week in September.
 - The order in which families are chosen will be dependent on the waitlist in your child's room and then upon your program enrollment date.

Parent Policy



- Families allotted this time off will not be eligible for any family holidays throughout the year.
- If the Centre is unable to fill your space, you will be allowed to use the family holiday time over summer and be charged full fees for all the remaining days.

Fees

| | | |
|----------------------------------|----------------------------------|---------|
| <i>Infants</i> (3 months-2 yrs.) | - Full days (less than 10 hours) | \$30.00 |
| | Half days (4 hours or less) | \$15.00 |
| | More than 10 Hours | \$45.00 |
| <i>Pre-School</i> (2-5 yrs.) | - Full days (less than 10 hours) | \$20.80 |
| | Half days (4 hours or less) | \$10.40 |
| | More than 10 hours | \$31.20 |
| <i>School Age</i> (6-12 yrs) | - Full days (less than 10 hours) | \$20.80 |
| | Half days (less than 4 hours) | \$10.40 |
| | 1 slot | \$6.15 |
| | 2 slots | \$8.60 |
| | 10 hours or more | \$31.20 |

Billing periods are based on provincial schedules, so billing represents 20 days including holidays but excluding weekends.

This means that there are 13 billing periods (260 days) in a year, not 12. This also means that one month you will receive two bills.

Income Tax Receipts will be issued by the end of February for the previous tax year.

Subsidy

Families who are unable to meet the full cost of care may apply for financial assistance through Manitoba Early Learning and Child Care. Application can be accessed through the internet at www.gov.mb.ca/childcare and following the links to the subsidy application.

If a subsidized child misses more than the allowable absent days, the parent is responsible for payment of those days. (Refer to subsidy form)



It is the parents' sole responsibility to provide all necessary documents and meet all government requests and deadlines in order to benefit from subsidy.

Subsidy approval: Upon enrolment at the Centre, if subsidy has not yet been approved, the parent will be charged full fees. When subsidy is approved, credit will apply.

Parents on full or partial subsidy may pay parent portion plus to a maximum of \$2.00 per day per child.

Terms of Payment

Fees are calculated on a 4-week rotation. Fees must be paid by the first Friday after the billing period ends. See Appendix I - Billing Period Schedule. All fees should be sent to the Director or placed in the locked box beside the office door. All money will be receipted. The receipt will be placed in your child's locker or emailed as per your request.

Registration Fee

A NON- REFUNDABLE registration fee of \$100.00 per child and \$50.00 for each sibling is required upon enrollment. Subsidized families will be required to pay a \$50.00 non - refundable registration fee payable on the same day a space has been confirmed and accepted.

Late Fees

The Child Care Centre's budget is in accordance to funding. We reserve the right to cancel a child's day care spot and may take legal action if fees are not paid in accordance with the policy as follows:

Payments received after the due date will be considered a late payment and the following charges will apply:

- Week 1 - no charge
- Week 2 - no charge
- Week 3 - (Monday 8:30 am) \$5.00 late payment charge
- Week 4 - (Monday 8:30 am) \$5.00 late payment charge
- Week 5 - (Monday 8:30 am) Childcare services will be withdrawn and a \$10.00 late payment charge will be added weekly after this date until account balance = \$0.

Under special circumstances you may make alternate arrangements for payment with the Director.



Late Pick Up Fee

Parents/Guardians or those picking up your child(ren) are expected to arrive in enough time to dress your child, gather their belongings and leave the Centre by 6:00 pm.

In the event, that your child is not picked up on time a \$10.00 late fee will be charged from 6:00-6:15 pm plus \$20.00 for any time between 6:15 - 7:00 pm.

Please note that if no family member can be reached by 7:00 pm, Child and Family Services will be contacted.

NSF Cheque

NSF cheques will result in an administrative fee of \$10.00 and the bank charges to the Centre (currently \$7.50) for a total of \$17.50.

Fundraising

Throughout the year, Pembina Valley Child Care Centres Inc. will hold fundraising events to raise funds for building and outdoor maintenance as well as for new equipment. All money raised through these events are used to further develop the children's programming and play space.

We encourage our families & staff to participate in all fundraising events as it is a benefit to the children, families, staff and childcare environment creating a positive and inclusive environment.

Infant Centre

Diapers ~ Disposable diapers and wipes must be provided for children who are not toilet trained. We recommend disposable diapers be used; however, we will consider parent requests to supply cloth diapers on the condition outlined in "Well Beings".

Food ~ Formula must be ready to serve in bottles. Each bottle must have a nipple. Formula cannot be reheated. (Ex. If a child drinks two ounces from an eight-ounce bottle, the rest cannot be reheated.) Small amounts or a four-ounce bottle will work best. Food should be sent in small microwavable containers.

A baby monitor will be used in the infant sleep room; however staff are always nearby and available. Parents will sign a consent form located on the infant registration form.

Toilet Training

- Staff will assist with toilet learning when parents feel child is ready.



- Children will be encouraged and praised for effort. This process should be relaxed and stress free for the child. Potty chairs, loose clothing, and training pants are helpful.
- Readiness and patience are essential.

What Your Child Will Need

- Comfortable play clothes. Do not wear good clothes. Please note that children are constantly working with materials that are messy. This is how children learn.
- Appropriate seasonal clothing is a must! This includes mitts, hats, scarves, sun hats, splash pants, and boots. Outdoor play is a very significant part of your child's day. It meets their developmental needs and is a legislated part of our day. We are required to take the children outside everyday unless increment weather (temperature below -25 degree Celsius, wind chill of 1600 watts). Staff will use their discretion. Cold air does not generate colds or flu. If your child is too sick to play outside, your child is likely too sick to be at the Centre.
- Sometime in May, parents are required to provide 1 bottle of sunscreen (minimum of SPF 30) and 1 bottle of bug spray (Skintastic preferred) for the summer season.
- A full change of clothing for each child should be kept in his/her locker.
- Staff are not responsible for any lost or misplaced articles of clothing so please label everything so that if a missing item turns up, we know who to return it to. A lost box is located within the program if you are searching for clothing that has gone missing.
- A small blanket or anything the child might want to nap with, as all full time infant & preschool children have a nap or rest in the afternoon. All blankets need to go home on Friday to be washed.
- A pair of slippers or runners so the child is never barefoot in case of an emergency.
- Disposable diapers are required for children not fully trained.

Helmet Policy

Even though we are considered private property, it is mandatory for children to wear helmets on our property. If you would like your child to wear a helmet, please send a labelled helmet with their name on it. This will ensure a proper fit and limit the transfer of head lice.

Toy Policy

Please do not permit your child to bring toys from home unless requested by the staff for special occasions. This includes electronic toys such as iPads, DS', iPods, etc. Unfortunately, many toys are not able to withstand the use of so many children and may become lost or broken.



Please note: Everyone is responsible for returning anything that has been used to its proper place. **Please allow your child a few minutes of clean up at the end of the day.** Staff will assist when necessary.

Pembina Valley Child Care Centres Inc. is not responsible for toys or articles brought from home.

Lunches and Snacks

PLEASE NOTE THAT WE ARE A NUT SAFE FACILITY!

- The Centre provides two snacks each day that must consist of three of the four food groups (dairy, protein, bread and cereal, & fruit and vegetables)
- Parents provide the lunch and the Centre will provide milk.
- A microwave is available to warm up lunches. Please send food in a microwave safe container if you wish to have your child's lunch heated.
- We recommend that families supply a cold pack as we do not have enough fridge space for all the lunches.
- Lunchtime should be one of the most enjoyable experiences for your child. It is a time for conversation, relaxation, and companionship.
- To avoid conflict at lunch, our staff will promote eating healthy foods first. If your child still wants their treat **first**, they will be allowed to have it. To eliminate the possibility of your child not eating all their lunch, please send a **small treat**. This will satisfy your child's need for their snack, but they will still be able to eat the rest of their lunch. Staff will still use discretion as to what foods are safe to serve children.
- We encourage parents to send a nutritious lunch with a variety of foods from the Canada Food Guide. A steady diet of canned foods such as Mini Ravioli, Alpha Getti, etc. does not provide appropriate nutrition for children. Contact staff for a list of lunch & snack ideas.
- Parents can send a box of cereal or a loaf of bread to eat breakfast at the Centre. The Centre will provide milk and spreads for the toast.
- Occasionally, an optional lunch will be provided for the children at a cost of \$3.00 per child. As well, if a lunch has been forgotten, one will be provided to your child for a \$3.00 charge.
- A Hot Lunch Program will be offered on Tuesdays & Thursdays throughout the school year. See Appendix II for details.



Absent Children

For school age children - if your child does not come to the Centre on the day he/she is regularly scheduled, and we have not had notice from the parent, the following procedures will be taken:

- 1.) Try to contact the parent.
- 2.) Contact the school or teacher.
- 3.) Contact emergency person listed on registration form.
- 4.) Contact Police

Drop off & Pick up

Parents/Guardians must accompany their child into the appropriate room and ensure that Pembina Valley Child Care Centres Inc. staff acknowledge the child's arrival. This is to ensure the child arrives safely and for the staff to see that the child has arrived. When picking up the child, parents are required to come into the Centre to pick up their child and to ensure that our staff acknowledge the pick-up.

Staff will be clocking your child(ren) in and out using our Fastoche program on each rooms iPad.

Transportation and Fee

- Pembina Valley Child Care Centres Inc. will assume responsibility of a child from the time the child is signed in until the time they are signed out.
- Children cease to be the responsibility of the Centre once the parent arrives and they are signed out.
- Parents or someone authorized by the parent (must be over 12) are responsible for bringing the children to and from the Centre.
- Pembina Valley Child Care Centres Inc. will not be responsible for children who are granted permission by the parent/guardian to walk to the school or center.
- Please make sure that you bring your child directly to their room where **staff can see** that s/he has arrived.
- Children cannot be left unattended under any circumstances.
- **Transportation to and from school** can be provided by the Centre at a **fee of \$1.25 per trip**.
- The Centre must have a school schedule and transportation permission slip signed by the parent.
- The Centre's responsibility ends when children are dropped off at the school and begins again when staff pick them up and continues until parent arrives at the Centre.



- Any school age children wanting to walk to and from school must have a letter signed by a parent/guardian.

In regard to school age release - if you wish your child to be released at a fixed time by parental phone call, a release letter must be signed by the parent and kept on file. Reasonable precautions will be taken to determine the identity of the caller. The child must be going from the Centre into another supervised situation.

When vehicle excursions for the school age program are planned, the children will be transported either by the Centre's van and/or staff's personal vehicles. Written parental consent needs to be given 24 hours prior to the excursion taking place. All rules and regulations of the Manitoba Highway Traffic Act will be followed accordingly.

The Manitoba Highway Traffic act states that all children under the age of 4 years and under the weight of 40 lbs. must be restrained in a Canadian approved child restraint device, and children that are not 4'9", 80lbs or 9 years old must be restrained in a booster seat. The fine for having a child unrestrained or improperly restrained is \$300.00. Additional information can be viewed at: <http://www.gov.mb.ca/healthyliving/hlp/injury/booster.html>

Our procedure for transporting to and from school is:

- 1.) Staff will hold a valid class 4 driver's license.
- 2.) One staff only per van each with a cell phone. **As per Manitoba Highways Act:** Talking, texting or emailing using a hand-held cell phone or Smartphone or using any other cell phone or Smartphone functions unless they are being used "hands-free" by voice commands or one touch are **strictly prohibited**.
- 3.) A pick-up list is created daily before departure for each staff driving the vans.
- 4.) If children do not show up that are on the list - staff phone the Centre for office staff to call parents or emergency contacts to locate the child (ren).
- 5.) One additional staff waits at the Maple Leaf School when children are dismissed at the end of the school day.

Photos and Observations

Photograph, videos, and observations are permitted to take place at the Centre unless the parent requests otherwise. Parents can indicate their wishes regarding this matter on the registration form.



Changes in the Family

It is the responsibility of the parent to notify the Centre of any changes in address, phone number (home/work), emergency contacts and their phone numbers as well as changes to your family situation (i.e. marital status, separation, divorce, new baby, death, serious illness, etc). Children can react very strongly to change even if they appear outwardly calm and indifferent. We can respond more effectively to your child's needs if we know what is happening within his/her home environment.

It is the responsibility of the parent to notify Pembina Valley Child Care Centres Inc. of any changes in the following:

- **Child's Immediate Family/Guardian**
 - Physical Address
 - Phone number (home/work/cell)
 - Change in job/reason for care
- **Emergency Contacts/Pick-Up Persons**
 - Relationship to child
 - Physical Address (required for emergency contacts)
 - Phone number (required for emergency and pick up contacts)

Legal Orders/Guardianship

We require copies of any legal forms (e.g. custody orders, restraining orders) if parents do not reside together.

Please note: Unless we have this information on file, we are unable to refuse a non-custodial parent access to his/her child (ren).

Child Abuse Policy

In Manitoba, it is everyone's legal obligation to protect children. This responsibility involves identifying and reporting a child who is or might need protection.

It is our responsibility to be familiar with and recognize all types and indicators of abuse.

Procedure for reporting:

- 1) Document and date any concerns.
 - a. Physical - bruises etc.
 - b. Unusual behaviors
 - c. Communications from child
- 2) Notify Director immediately.



3) Director will report to Agency.

Staff should feel free to report directly to Agency if they have followed above procedure and they feel the follow up has not been adequate.

If an employee observes another employee using inappropriate behavior management techniques, involved in play, or using language deemed inappropriate, it should be documented and brought to the attention of the Director or Site Manager. If in doubt, report on the side of caution.

Report to Child and Family Services or Police.

Pembina Valley Child Care Centres Inc. has the responsibility to protect the welfare and safety of the children in our care. Therefore, we will contact the local police or RCMP should we feel that the individual picking up a child is under the influence of alcohol or drugs.

The Centre is mandated to follow the Child Protection and Child Abuse Guidelines (2003) established by Manitoba Family Services and Housing. The document is available from the Centre upon request. We encourage all parents to make themselves familiar with the contents.

Health Guidelines

Unexpected illness is a great hardship for parents of children in Child Care. We recommend that you plan ahead and have back-up care in case of emergencies.

We follow recommendations set out by Public Health, as well as Well Beings: A Guide to Health in Child Care. A child will not be allowed to attend the Centre if she/he has a doctor diagnosed communicable illness or condition.

A child who is sick should not attend the Centre for the child's own comfort and ***for the protection of the other children***. If a child becomes ill, parents may be asked to pick up the child. If parents cannot be reached, one of the emergency contacts may be notified. Examples could be several bouts of vomit, diarrhea, a combination of symptoms, or ***inability to participate in the program such as outdoor play or group activities***. According to Well Beings "The degree of a fever doesn't necessarily tell you how serious a child's illness is. How the child is acting is usually a much better indicator" pg 171. Parents will be advised if their child has a fever, and discretion will be used by the Director or Site Manager regarding their ability to participate in the program.

Parents are advised to seek medical attention regarding the health of their child. Following are some guidelines regarding some specific conditions.



- **Scarlet Fever, strep throat:** The child should remain at home until completely recovered or until the child has been adequately treated with a suitable antibiotic to render him non-infectious.
- **Rubella (German measles):** The child should remain at home until all spots disappear.
- **Infectious hepatitis:** The child should be isolated during the first two weeks of illness, or one week after the start of jaundice.
- **Diarrhea:** The child should remain at home until the stool is normal or until otherwise directed by a physician.
- **Chicken Pox:** Child may attend if feeling well enough.
- **Mumps:** Child should remain at home until swelling subsides.
- **Impetigo, pediculosis, ringworm, and scabies:** Child should remain at home until treated to the satisfaction of a physician.
- **Pink Eye:** Child should remain at home for 24 hours after medication starts, continued exclusion if eyes remain pussy and infected.
- **Whooping Cough:** Child should not attend until at least 5 days of erythromycin therapy have been completed or cough is no longer present. All cases should be reported to public health as well as the Centre since it is highly contagious. Children in contact with cases may also need to be treated.
- **Influenza:** Isolation not required unless ordered by Medical Officer of Health.
- **Head Lice:** When head lice are reported, DON'T PANIC!! Children may attend daycare as soon as they are treated and lice free. Infected children must be retreated according to treatment package or within seven days. You may be requested to go to Public Health if additional treatments are required to determine if it is a resistant strain of head lice.

Any medical questions may be directed to the Public Health Nurse in the Southern Health Unit in Morden at (204)331-8841. Please notify the Director if your child contracts a contagious illness.

Anaphylaxis Policy

OBJECTIVES:

- Provide a safe environment for children with anaphylaxis.
- Promote guidelines for staff to respond.
- Promote understanding to staff/volunteers/students/parents.



- To be consistent with other community programs that involve children (Nursery School, Elementary School).

When the Centre is notified that a child has been diagnosed with a life-threatening allergy and may require the immediate injection of adrenaline by auto-injector, the policy & procedure of our Board is as follows:

- Parents/guardians will complete a URIS (Unified Referral & Intake System) application form. This application is submitted by the Facility Director and must be completed annually.
- Parents/guardians are required to sign an "Authorization for Release of Personal Health Information Form"
- Parents/guardians must complete the "Authorization for Administration of Adrenaline Auto-Injector "
- A Health Care Plan Emergency Response Plan will be developed in conjunction with parent/guardian and appropriate URIS nurse, immediately and reviewed annually or as needed.
- When an adrenaline by auto-injector is used, an ambulance is to be called immediately and the child will be transported to the hospital.
- Parents are responsible for bringing their child's auto-injector every day to the Centre and ensure it is up to date. *Children who arrive at the Centre without their auto-injector will not be allowed to remain at the Centre until it is obtained. *
- The auto-injector will be in the child's area and on their waist (if indicated on their Individual Health Care Plan)
- It is recommended that the child wear a medical identification bracelet.

NOTE: Child specific avoidance strategies will be detailed in each Individual Health Care Plan.

For more information on the anaphylaxis policy please contact the Director.

Medication

If medication needs to be administered at the Centre, the following applies:

- **Medication must come in the original bottle or container.**
- Parent must sign a medication sheet with name of medication, when it is to be administered, and the dosage.
- Parent must tell staff what medication is for.



- To protect your child and the staff, **NO MEDICATION** will be administered without this information.

We keep Tylenol on hand at the Centre to be used when absolutely needed. On the registration form, you can check yes or no regarding us dispensing Tylenol to your child if they become ill, if you wish.

Emergency Medical Treatment

Should a child require emergency care (defined as life threatening, unconscious, broken bones, allergic reaction) an ambulance would be called. The child will be accompanied to the hospital by a staff. The office will notify the parent. The Centre will do everything possible to contact the parents to advise them in advance. If we are unable to reach the parents, we will contact an emergency person on the child's contact list. At **no** time will Pembina Valley Child Care Centres Inc. be responsible for any emergency services beyond basic First Aid.

The Centre must have current medical numbers for each child before their start date to comply with Government Licensing.

Injury Report

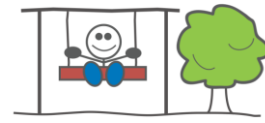
When injuries occur, staff will complete an injury report containing the following information:

- Date
- Approx. time of injury
- Child's first name & last name
- Description of what occurred
- What first aid was administered including detailed description
- Who observed the injury
- Who other than the reporting staff observed the injury
- Signature of the reporting staff member, Directors
- Space for a Parent/Guardian signature after reading the injury report

Parent's/Guardians must read and sign the report. Injury reports will be filed in the child's personal file for future reference. Parents/Guardians will be given a copy of the injury report. Serious injuries will be reported online to ELCC.

Flexibility Policy

We always have the right amount of staff on duty and try to maintain group sizes consistently, however, to allow children more choices in where they play, ratios may be off for short periods of time throughout the day.



The situations generally requiring flexibility would be transitions or group situations.

Transitions: inside to outside and vice versa. Children may move to next area when they are ready to go and are not required to sit and wait for the next group to be ready. During these time ratios may be 10-1 for approximately 10 minutes.

These times would also include a naptime group size of up to 20. Staff ratios remain 1:8 as staff is on duty in this or the next room and are readily available if needed. Nap rooms have direct outside access.

Parent Information/Suggestions

- **Take the time to talk to the staff.** Keep staff up to date with your child's needs and your own concerns. Tell us when you are happy with the service too.
- We encourage families to visit in their child's room before enrollment.
- Spend a few minutes with your child at the Centre. Parents are welcome at any time of the day.
- Attend a Board meeting or the Annual General meeting to contribute to the operation of the Centre.
- Become a Board member.
- Everyone has unique skills. If you would like to donate your abilities, let us know. There are always special projects or items to be repaired or painted, etc.
- Keep your eyes open for materials we can use for art activities (i.e. egg cartons, yarn, wood, cards, etc.)
- Throughout the year, we hold a few fundraising events to raise funds for new equipment, field trips, etc. All money raised through these events is used to further develop the children's programming.
- Newsletters, menus, notices, field trip information and other items of interest are emailed, posted on each room's bulletin boards as well as on our website: www.pembinavalleychildcarecentres.com
- Open communication is what keeps the Centre your Centre. The Director's door is always open.

Board Members & Administration

Pembina Valley Child Care Centres Inc. is a Non-Profit Child Care Centre governed by a Board of Directors. The Board of Directors oversees Pembina Valley Child Care Centre Inc.'s policies, financial decisions and program governance. The Board of Directors meets monthly (1 meeting



per month less summer months) unless additional meetings are necessary. The Board of Directors consists of Parent and Community Volunteers. Individuals interested may inquire about joining the Board of Directors however Pembina Valley Child Care Centres may only have a maximum of 8 Board members at one time as per Pembina Valley Child Care Centres Inc.'s By-Laws.

The following are a list of Board Directors Positions:

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary
- Member/s at Large

The Board Members care for the following during monthly meetings:

- Planning & Program Governance
- Policy Management
- Financial Management and Fundraising
- Public Relations

| | | |
|--------------------------|--------------------|--------------|
| Chair | Candace Brunn | 204-822-6663 |
| Vice-Chair | Stacy Young | 204-242-3484 |
| Treasurer | Jill Edwards | 204-822-6663 |
| Secretary | Stephani McLean | 204-242-3484 |
| Member at Large | Angela Hildebrand | 204-822-6663 |
| Executive Director | Shuana Richards | 204-822-6663 |
| Sites Manager | Michele Hutchinson | 204-242-3484 |
| Morden Centre Supervisor | Carolyn Wiebe | 204-822-6663 |

Annual General Meeting

The Annual General Meeting will be held each year no later than March 31st to review the year's business and elect/re-elect a Board of Directors. Parents/Guardians and family members are required to be provided with a minimum of **14 days'** notice of an AGM. During an AGM, elections are made for the different positions of the Board of Directors. The Directors shall be elected and shall hold office until their successors have been duly elected or appointed. The election may be by a show of hands unless a ballot is demanded.



10 members must be in attendance. The regulations, as set by Early Learning and Child Care, state these meetings **must** be held or the facility **can close**. Help us make our meetings successful and ensure our Centre remains open for all families.

Room Schedules

Infant Room

| | |
|---------------|--|
| 6:00 | -Centre Opens |
| 7:30 | -Infant Room Opens |
| 7:30 - 9:30 | -Free Play |
| 9:00 | -Snack |
| 9:30 | -Diapering (sooner for earlier children) Nap for infants that nap in the morning |
| 9:45 - 10:00 | -Art or Science Activity |
| 10:00 - 11:00 | -Outdoor Play (weather permitting) -Free Play & Gross Motor Activities |
| 11:40 | -Prepare for lunch (warm up lunches, wash hands, put on bibs, etc) |
| 11:45 - 12:30 | -Lunch (change diapers as child finishes lunch) |
| 12:30 - 3:00 | -Nap Time. Children have Free Play when they wake up. Cuddle Time and Read Stories. Change diapers as children wake up. |
| 2:45 | -Prepare for snack (wash hands, put on bibs) |
| 3:00 - 3:30 | -Snack |
| 3:30 - 5:45 | -Free Play, Sing Songs, Stories & Games Outdoor Play (weather permitting) |
| 5:00 | -Diapering |
| 6:00 | -Room Closes move to Pre-K Room |

*Circle (sing songs, read stories, magnet board stories) will be done throughout the day.

*Diapering/Bathroom breaks will also be done as needed.



Toddler Room

| | |
|---------------|---|
| 6:00 | -Centre opens |
| 7:30 | -Toddler Room opens |
| 7:30 - 9:30 | -Free Play |
| 9:00 - 9:30 | -Come & Go Snack/Diapering |
| 9:30 - 9:45 | -Art/Science/Cognitive Activity |
| 9:45 - 10:00 | -Diapering |
| 10:00 - 11:40 | -Free Play Inside or Outside (weather permitting) |
| 11:40 - 12:00 | -Circle Time/Wash Hands for Lunch |
| 12:00 - 12:45 | -Lunch |
| 12:30 - 12:45 | -Bathroom - wash hands and face & diapering |
| 12:45 - 3:00 | -Nap Time. As children wake up diapers are changed. Quiet Table Activities |
| 2:30 - 3:30 | -Wash Hands, Come & Go Snack |
| 3:30 - 5:30 | -Free Play/Outdoor Play (weather permitting) |
| 4:00 - 4:30 | -Bathroom/Diapering |
| 5:30 - 6:00 | -Clean Up & Story Time |
| 6:00 | -Room Closes & children move to Pre-K Room |

*This schedule is very flexible. The time spent on an activity may be longer or shorter depending on the children's interest and involvement.

*Diapering/Bathroom breaks will also be done as needed.

Preschool Room

| | |
|---------------|--|
| 6:00 | -Centre Opens |
| 7:45 - 10:00 | -Room opens/Free Play |
| 9:00 - 9:30 | -Come & Go Snack |
| 9:00 - 10:00 | -Craft Time/Free Play |
| 10:00 - 10:30 | -Circle/Song Time |
| 10:30 - 12:00 | -Outdoor Play (weather permitting) |
| 12:00 - 1:00 | -Lunch Time |
| 1:00 - 3:00 | -Nap/Quiet Time |
| 3:00 - 3:30 | -Come & Go Snack |
| 3:30 - 5:30 | -Free Play/Crafts/Songs/ Outdoor Play (weather permitting) |
| 5:30 | -Room Closes Children move to Pre-K Room |

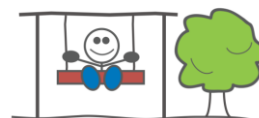


Pre-Kindergarten Room

| | |
|---------------|--|
| 6:00 | -Centre Opens |
| 6:00 - 8:00 | -Serve breakfast & Free Play |
| 8:00 - 10:00 | -Free Play |
| 9:00 - 9:30 | -Come & Go Snack |
| 10:00 - 12:00 | -Circle & Activity/ Outdoor Play (weather permitting) |
| 12:00 - 12:45 | -Lunch |
| 12:45 - 3:00 | -Relax & Transition Time ~ Books & Puzzles -Free Play |
| 2:45 - 3:30 | -Come & Go Snack |
| 3:30 - 4:30 | -Outside (weather permitting) |
| 4:30 - 6:00 | -Inside ~ Free Play |

Kindergarten Room

| | |
|---------------|--|
| 6:00 | -Centre opens; stay in Pre-K room |
| 7:15 | - YSA room opens & combined with OSA until 7:45 am |
| 7:15 - 8:00 | -Come & Go Breakfast |
| 8:00 - 9:15 | -Free Play/Come & Go Craft |
| 8:30 - 9:00 | -Children are transported to school |
| 9:15 - 9:45 | -Clean-up/Snack |
| 9:45 - 10:20 | -Free Play |
| 10:20 - 11:20 | -Outside Time (weather permitting) |
| 11:20 - 11:30 | -Group Activities |
| 11:30 - 12:15 | -Lunch |
| 12:15 - 12:30 | -Am Kinder children arrive for lunch/ Pm Kinder children have Free Play |
| 12:30 - 1:00 | -Pm Kinder children go to school/ Am Kinder children have Free Play |
| 1:00 - 2:45 | -Free Play |
| 2:45 - 3:00 | -Clean up |
| 3:00 - 3:10 | -Sing Songs/Stories/Circle |
| 3:10 - 3:20 | -Come & Go Snack |
| 3:20-5:15 | -Outside Time (weather permitting) |
| 3:50 - 4:15 | -Children arrive from schools/snack |
| 5:15 - 6:00 | -Supper for Evening Care children/OSA joins YSA |
| 5:30 - 6:00 | -Free Play/Outside Play (weather permitting) |
| 6:00 | -Children move to Pre-K Room/Evening Care |



School Age Room (older and younger group)

AM & PM - School days (6:00-9:00 am & 3:30-6:00 pm)

| | |
|-------------|---|
| 6:00 | -Centre opens; stay in Pre-K room |
| 7:15 | -YSA room opens & combined with OSA until 7:45 am |
| 7:15 - 8:00 | -Come & Go Breakfast |
| 7:15 - 8:20 | -Come & Go Craft / Free Play |
| 8:20 | -Clean up |
| 8:30 - 9:00 | -Children are transported to school |
| 3:50 - 4:15 | -Children arrive from schools/snack |
| 4:15 - 5:15 | -Planned Activity/Come & Go Craft/Outside Play (weather permitting) |
| 5:15 - 6:00 | -Supper for Evening Care children/OSA joins YSA |
| 5:30 - 6:00 | -Free Play/Outside Play (weather permitting) |
| 6:00 | -Children move to Pre-K Room/Evening Care |

School Age Room (older and younger group)

Full Days - No School days (6:00 am - 6:00 pm)

| | |
|---------------|---|
| 6:00 | -Centre Opens; stay in Pre-K room |
| 7:15 | -YSA room opens & combined with OSA until 7:45 am |
| 7:15 - 8:00 | -Come & Go Breakfast |
| 8:00 - 9:15 | -Free Play/Come & Go Craft |
| 9:15 - 9:45 | -Clean-up/Come + Go Snack |
| 9:45 - 10:20 | -Free Play |
| 10:20 - 11:45 | -Outside Time (weather permitting) |
| 11:45 - 12:00 | -Group Activities |
| 12:00 - 12:45 | -Lunch |
| 12:45 - 3:00 | -Planned Activity - may be Field Trip |
| 3:00 - 3:30 | -Come + Go Snack |
| 3:30 - 5:15 | -Free Play/Outside Time (weather permitting) |
| 5:15 - 6:00 | -Supper for Evening Care/OSA joins YSA |
| 6:00 | -Children move to Pre-K Room/Evening Care |



Evening Care

- | | |
|--------------|---|
| 6:00 - 7:00 | -School Age children move to Pre-Kinder Room -Supper is served to children |
| 7:00 - 8:00 | -Planned Activity/Craft/Outside Time (weather permitting) |
| 8:00 - 8:30 | -Come & Go Snack |
| 8:30 - Close | -Quiet Activities |



Appendix I – Billing Periods (payment due one week after each billing period)

- December 17, 2018 - January 11, 2019
- January 14 - February 8
- February 11 - March 8
- March 11 - April 5
- April 8 - May 3
- May 6 - May 31
- June 3 - June 28
- July 1 - July 26
- July 29 - August 23
- August 26 - September 20
- September 23 - October 18
- October 21 - November 15
- November 18 - December 13
- December 16, 2019 - January 10, 2020



Appendix II – Hot Lunch Program

A Hot Lunch Program will be offered to our families on Tuesdays, Wednesdays, Thursdays & Fridays throughout the school year. To provide more variety, we will offer a 2-week rotating menu and charges are: Infant ~ \$3.00; Toddler - Pre-K ~ \$3.50; Kinder ~ \$3.75

January – April:

- Week 1 ~ Tuesdays: Sloppy Joe on whole wheat bun, veggie sticks & fruit
- Week 1 ~ Wednesdays: To be determined
- Week 1 ~ Thursdays: Macaroni (shredded cheese), ham, corn and fruit
- Week 1 ~ Fridays: To be determined
- Week 2 ~ Tuesdays: Grilled cheese & tomato soup and fruit
- Week 2 ~ Wednesdays: To be determined
- Week 2 ~ Thursdays: Perogies, farmer sausage & fruit
- Week 2 ~ Fridays: To be determined

May – September:

- Week 1 ~ Tuesdays: Spaghetti & Meatballs (meat cooked & served separate) and fruit
- Week 1 ~ Wednesdays: Buns, Meat, Cheese & Pickles
- Week 1 ~ Thursdays: Pepperoni Pizza and fruit
- Week 1 ~ Fridays: Soup & Biscuit
- Week 2 ~ Tuesdays: Chicken Fingers, Rice and Veggie Sticks
- Week 2 ~ Wednesdays: Pancakes & Sausages
- Week 2 ~ Thursdays: Homemade Hamburgers with Homemade Baked Fries and fruit
- Week 2 ~ Fridays: Hot Dog & Macaroni



September - December:

- Week 1 ~ Tuesdays: Roasted chicken, potato wedges & vegetables
- Week 1 ~ Wednesdays: To be determined
- Week 1 ~ Thursdays: Chicken Quesadilla & vegetable sticks
- Week 1 ~ Fridays: To be determined
- Week 2 ~ Tuesdays: Taco Salad (build your own)
- Week 2 ~ Wednesdays: To be determined
- Week 2 ~ Thursdays: Ham, mashed potatoes, whole wheat bun & peas
- Week 2 ~ Fridays: To be determined