



ST.ADOLPHE CHILD CARE CENTRE

Parent Policy Manual

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Introduction

Welcome

We look forward to caring for your child(ren) at the St. Adolphe Child Care Centre Inc. We aim to provide them with a safe environment where they will learn, play, and grow through creating, exploring, and inspiration. The early and middle years of a child's life are filled with natural curiosity, boundless energy, and unlimited questions. Providing a rich and varied environment where children can enjoy learning through play and social interaction with their peers is vital to their development.

The children at our Centre are provided with a variety of activities with varying degrees of structure that is appropriate for their age and abilities. Through these activities, and regular individual attention, we work towards developing confidence, independence, and healthy self-image at a young age to carry into their future years.

Continual and open communication between parents and staff is encouraged and will help us to understand the kind of care you wish your child(ren) to have. Also keeping the Centre informed of your child(ren)'s home situation will assist us in understanding and providing for their individual needs.

This Parent Manual will provide you with the Centre programs, policies, and other information that is necessary for the operation of St. Adolphe Child Care Centre Inc. It is important that you understand and follow all the information provided in this package. If you have any questions, please contact Lana Redmond, Director of St. Adolphe Child Care Centre Inc.

About

St. Adolphe Child Care Centre Inc. is a non-profit corporation and a registered charity. The Centre is licensed by the Manitoba Government and governed by a parent Board of Directors.

Since 2020, St. Adolphe Child Care Centre Inc. has grown from a 45-space childcare program to a renovated Centre, licensed for 113 children ages 12 weeks to 12 years.

Philosophy

The philosophy of the Centre is to provide a quality childcare Centre that meets the changing needs of the community, while following the rules and regulations that are being implemented for Day Care Standards of Manitoba.

Our rich curriculum provides many opportunities to encourage children to develop creativity, self-confidence, and a positive self-image, while also having the opportunity to solve problems, make choices, and become independent.

Our goal is to help develop caring, capable, and confident children by instilling in them a sense of self, a sense of wonder, and an understanding of functioning within a group. To do this we must give the children a chance to grow, to try, to succeed or miss and try again. We want the children to develop skills that will assist them with their day-to-day choices, empower them to make proper choices, and have a happy and healthy life!

We believe that each child is a unique individual and that children learn most through their natural curiosity. All children are entitled to full participation and support to meet their individual needs. At St. Adolphe Child Care Centre Inc., we believe that all children have the right to be valued, accepted, and included. We value openness, honesty, tolerance, fairness, and responsibility in social, moral, and academic matters.

Our program supports the full inclusion of children who require additional support because of physical, cognitive, social, or emotional needs. Where additional staffing is required to help include children with unrecognized abilities into the program, it will always be utilized according to the goals of inclusion. We will work cooperatively with any therapist identified by the family (example: speech, language, child development, or physiotherapy).

Staff are trained in child development and encourage children to develop to their fullest potential. They provide activities in response to the diverse needs and abilities within the community we serve. We strive to provide a safe, caring, learning environment for children, staff, and families.

About the Staff

Early childhood education is essential for staff to provide quality childcare. Children who are cared for by competent early childhood educators have a beneficial experience while they are away from their parents. Our team strives to ensure your child receives this daily.

All staff of St. Adolphe Child Care Centre Inc. are screened through the investigation authorization process, which includes two different *Criminal Records* checks and checking their names against the *Child Abuse Registry*. Staff are also required to have completed emergency first-aid and C.P.R. training. These measures ensure that your child is being cared for in a safe and healthy environment.

The Manitoba Child Care Program classifies each person employed in a childcare centre as an Early Childhood Educator (ECE) II or III, Child Care Assistant (CCA). Regulations state that two-thirds of our staff must be at the ECE II or III level. The Centre will staff according to Manitoba Child Care Regulations. The School Age ratio is one staff to 15 children, the pre-school ratio is one staff to eight children and the infant ratio is one staff for four children.

When children are in mixed age groups the ratio is determined by the Child Care Standards Act. *To assist in the compliance of this regulation, staff may alternate between Programs.*

The qualifications required to meet these levels of classification are:

CCA:

- A person who is employed in a childcare centre who has obtained, at minimum, a 40-hour introduction to childcare course within the first year of employment.

ECE II:

- A person who has obtained a diploma from an educational institution in a childcare program; and
- Has completed a competency assessment program.

ECE III:

- A person who has obtained a degree from an educational institution in a childcare program;
- Has obtained a diploma in a childcare program and a certificate from an educational institution in an area of specialization in childcare; and
- Has completed a competency assessment program and has obtained a certificate from an educational institution in an area of specialization in childcare.

Policies

Please sign the consent form, located at the back of this manual, and provide a copy to the Director to confirm you have read, understand, and agree to the policies and procedures of St. Adolphe Child Care Centre Inc.

Hours of Operation

The Centre is open daily from 7:00 am to 6:00 pm, Monday to Friday.

Statutory and General Holidays

Our Centre will close and observe the following holidays:

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

Important:

- When these days fall on a Saturday or Sunday, the holiday will be taken according to the Manitoba Child Care Program calendar.
- Per the Manitoba government, the Centre closes for an early learning and childcare professional development day each year on a day of the Centre's choosing.
- The Centre closes at 12 pm on December 24th and December 31st.
- The Centre will be closed on every December 27 in lieu of Easter Monday. If December 27 lands on a weekend the Centre will be closed on the following business day.
- Licensing Regulations state that the Centre may not be open when there is a loss of heat, power, water, or phone access. Fees are non-refundable on the days that the Centre is closed due to these reasons.

Incremental Weather

Please listen to CJOB or go on-line for school closure announcements.

If the École St. Adolphe School closes due to inclement weather the Centre will not provide care for school age children. Infant and preschool childcare will be determined by the Director. Parents will be contacted via email to confirm the status of the Centre. Please note: if the highways are closed, then staff (living outside of St. Adolphe) will not be driving on closed highways. The Centre will maintain the aforementioned ratios set forth by the provincial government. If the Centre is closed due to extreme weather or if the Centre cannot accept your child into care (due to extreme weather) parents will not be charged for that day.

If a storm develops while children are in our care, the Director will assess the situation and advise parents if it is necessary to pick up their child(ren) or if it is necessary to shelter in place at the Centre or in our alternate place of shelter.

Use of Technology

This policy is meant to ensure that people's privacy and the confidentiality of information regarding the Centre, children, parents/guardians, and staff is upheld. Everyone involved with the Centre must adhere to this policy. Failure to do so can result in consequences and disciplinary action.

Staff may use the internet when appropriate to access information needed to conduct Centre business and are responsible for using the internet in a manner that is ethical and lawful. Email is to be used for business purposes only. Staff, children and all others using the Centre's computers and electronic devices must respect and protect the privacy of others and must respect and protect the integrity of all electronic resources. All intellectual property (ideas, creations, and copyrights) of others must be respected and protected. All communication must be in a respectful manner and the use, or discovery of the use of any threatening or inappropriate material, must be reported.

Inappropriate use includes, but is not limited to:

- Intentionally accessing, transmitting, copying, or creating material that violates the confidentiality of children, parents/guardians/caregivers, staff, or the Centre itself.
- Intentionally accessing, transmitting copying, or creating material that violates the Centre's Code of Conduct which includes messages that are pornographic, threatening, rude, harassing, bullying, or discriminating.
- Intentionally accessing, transmitting, copying, or creating material that is illegal, such as obscenity, stolen material or illegal copies of copyrighted works.
- Using the Centre's technological resources for personal use without permission or for personal gain.

If, for safety purposes, it is necessary for staff to take a personal cell phone during outings with children, it must be used only for emergency contact with the Centre or the child(ren)'s parents/guardians.

Information about staff, children, parents/guardians, and the Centre (including photos or videos) must not be posted on a staff member's personal website, social media site, any public networking or file sharing site, or any other type of internet website. Staff must not accept children as "friends" or "buddies" when using social networking sites.

Authorized employees of the facility have the right to monitor the use of information technology resources and to examine, use, and disclose any data found. They may use this information in disciplinary actions and release it to the police if it is criminal in nature.

Children do not use personal cell phones and/or other personal electronic devices at the Centre. The Centre's phone number is all posted so parents can contact their child(ren).

Communication

We strive to provide an atmosphere that encourages respectful, calm, and informative communication.

Parent Information

General information for parents is posted on the bulletin boards located at the main entrance of the Centre. Program and curriculum specific information is posted at bulletin boards outside of your child(ren)'s classroom, including a reminder regarding allergies specific to each room. Urgent or time-sensitive information is communicated through email. Parents are encouraged to read the bulletins on important topics such as upcoming events, etc.

Confidentiality

The Centre will not release information regarding a child or family to anyone other than the legal guardians of the child with the following exceptions:

- An emergency or injury to the child where medical information will be released to the proper authorities and medical staff attending the child.
- In the case of suspected abuse, to the appropriate child caring agency.

Board members, Centre staff, substitutes, practicum students, and volunteers will be informed of, understand and sign a written confidentiality agreement/consent for personal information and privacy protection pledge (PIPEDA).

Should parents wish to request information to assist in a custody dispute, they (or their representatives) are instructed to speak with the Director or a member of the Board of Directors.

Change in Information

Parents are responsible for providing the Centre with up-to-date accurate information. Any changes should be forwarded to the Director in writing. We are not responsible for any occurrence that develops from inaccurate information.

Please inform staff of any changes in your child(ren)'s schedule or pick up. If you would like to discuss confidential matters simply speak with a staff or the Director at a mutually convenient time away from children.

Questions, Concerns and Complaints

Your questions and concerns are welcome, and we will do our best to address them respectfully and in a timely manner. Any complaints should be made discreetly to the Director, or in their absence, the Assistant Director. All parent concerns will be addressed in a positive and timely manner. If you have a concern, please follow these steps:

- Consult with the Director in person or writing (as preferred by the parent) during a mutually agreed upon time.
- Should the issue not be resolved to the parent's satisfaction, the parent may write to the President of the Board, outlining the concern or complaint and send it to sansboard@gmail.com.

Loud voices and/or profane language will not be tolerated. If this should occur, the following will take occur:

- First Occurrence – Verbal warning by the Director to be documented and kept on file.
- Second Occurrence – Written notice by the Director to be documented and kept on file. It will include a warning that if another instance occurs, the child(ren) will be withdrawn from the Centre.
- Third Occurrence – Written letter noting two weeks' notice for withdrawal of services for their child(ren).

Physical attacks of any form or threats directed towards a staff member will result in immediate termination of childcare services. The involved families will be ineligible for any future placement in the Centre.

Curriculum Statement

St. Adolphe Child Care Centre Inc. is dedicated to quality early learning and child development. We provide the children in our program the opportunity to play and explore, which fosters their social, physical, emotional, and cognitive development. We offer experiences that support all areas of children's development, and through careful observation and thoughtful planning, our educators provide a curriculum that considers the individual needs of the

children, their interests and abilities, as well as their emotional, social, physical, and cognitive needs. Play based and open-ended play offer children unlimited possibilities for learning and development.

We involve the parents and guardians by listening to them and value the knowledge they bring forward about their child(ren)'s development and learning. Daily verbal and written communication with parents and guardians is essential. Staff will convey to parents and guardians their child(ren)'s experiences of the day.

Our Centre provides a variety of multicultural toys, pictures, clothes, and craft materials that are culturally rich with colour and various textures to manipulate and create with. Toys and story books depicting pictures of people and families of various ages, genders, abilities, and descents will be offered for children to explore and help the children grow with empathy, acceptance, and respect. We invite families to share their experiences and culture through stories and personal items with the children in our Centre. Fully incorporating diversity into our program will help strengthen understanding and acceptance for all children.

Infant Curriculum

Infants and toddlers learn naturally through relationships, routines, play, and exploration, which fosters their social, physical, emotional, and cognitive development. Upon enrollment, parents are encouraged to visit our program, meet with the staff, and share the child's routine at home, to ensure the child will receive consistent care between home and the Center. Daily, the parents will receive updates about their childcare giving routine and experiences at departure that will include bottle/feedings, naps, diapering.

We recognize that infants learn and develop daily, and we support children to independently make choices to develop independence and self-esteem. We provide a daily schedule that is flexible and used as a guide to assure the individual needs of the children are met, while giving the children the choice of participating in planned activities.

Our educators strive to have the children in our care feel safe and comfortable to grow and learn. They use simple, repetitive, and consistent language that is developmentally appropriate and encourage learning through stories, songs, and using a wide variety of toys and materials. Educators will describe to the children what they are doing throughout the day, for example, when changing the child's diaper, at potty time, naptime, snack, and lunchtime. Our educators will encourage the children to practice self-help skills and independence by encouraging the children to hang up their own coats, wash their hands and by putting their toys away.

Children use their senses to learn and to make sense of the environment and world around them. Our Centre provides a wide variety of toys made from natural products and textures. We gather materials from nature for the children to explore and manipulate to develop a relationship with nature. To support the children's sense of hearing, we provide children with a diverse variety of music to listen to and dance while using drums and cymbals for the children to tap on and shakers to shake. The infant's sense of sight is always engaged, and educators continually assess the room to determine the appropriate amount of visual stimulation. For the sense of taste, the children take part in simple baking and taste testing activities, with consideration of all food allergies. Food and activity materials will be infant safe, as children of this age naturally mouth and gum items as part of their learning and development. During outdoor play, children will be encouraged to take in natural smells, such as rain drenched dirt and the scent of flowers and weeds. The sense of touch will be explored through playing with water, ice, cooked noodles, and many, many snuggles and hugs.

To help encourage and support social development, our program provides toys that allow and encourage children to share and play together. Educators will support social development by playing with the children on their level and modeling sharing between the children. Building strong relationships is especially important in these early years. Young children need opportunities to interact with other children and educators to develop social skills. At snack

and lunchtime, the children sit at tables together to allow a natural setting for socialization. Educators will encourage child interaction by talking about the food the children have, how it tastes and smells.

Preschool Curriculum

Preschool children learn through relationships and experiences with a need to play, explore, and interact in a positive way with elements in our environment. We provide opportunities for long amounts of uninterrupted play throughout the day to avoid disruption to the flow of play. The routines and transition times are flexible and will always have the best interests of the children in mind. Our educators will create an environment for the children that provides planned and spontaneous daily play experiences that closely relate to the children's interests. Through daily observation of the children at play, educators will document in detail the children's experiences in the "Child's Play" binder for all staff to review and use as a guide for future programming. Educators will also document spontaneous play experiences, noting the type of play and how it is selected. When spontaneous play is observed, educators will support the play by offering materials and equipment to further the play and to build on it. Educators will regularly rotate toys, games, activities, and themed centers to change the environment to keep the children interested, motivated, and excited. Educators also plan and research developmentally appropriate activities to further challenge the children to implement during play time.

To support and encourage physical activity, outdoor play will be provided twice a day to encourage large muscle and gross motor development plus exploration and adventure through climbing, running, jumping, and rolling. Our educators encourage children to explore nature and the world around them by playing in dirt, running, smelling flowers, digging, and sliding. The play yard landscape provides a variety of natural areas to explore that are grassy, rocky, muddy, and sandy. All children regardless of ability are encouraged to maintain a healthy level of daily physical activity to promote a healthy lifestyle and to nurture a love and appreciation for nature.

Our educators will thoughtfully set up areas that encourage exploration and creativity with materials that will expand play and allow children to experiment in different roles. These areas will encourage independent play, as well as small group play and large group play. Educators will provide play choices that include dramatic play, house/family play, block/car play, science exploration, and an art/craft area with materials of various textures, and sizes to meet and support child development.

To support and help children develop social and emotional skills, educators will set up opportunities for pretending and role playing that will encourage children to freely express themselves. The environment will offer large group settings that will encourage taking turns and small group interactions that will encourage fostering of friendships. Educators will help to build on and support the child's continually evolving interests by providing new materials and equipment. Educators will get down to the child's level to interact, ask open ended questions and actively play with the children. We believe children should feel safe to express their emotions and have those emotions validated by the educators caring for them. Our educators allow children opportunities to choose and direct their own play experiences which empowers children and helps them to lead their own play.

To build on cognitive development educators will provide the children with open ended art materials, of various textures and colours, to manipulate which will support imagination and exploration. Children will have opportunities to use materials such as scissors, pencil crayons, crayons, rulers, and stencils to promote hand eye coordination and to practice fine motor skills. Children will be encouraged to use the materials to express themselves and to use their imagination to create a one-of-a-kind masterpiece. To encourage self-help, independence, and socialization educators will provide puzzles, board games, cards, and sorting games which also supports counting and colour recognition. The play space is set up to encourage exploration, creativity, and the opportunity to use the materials in a way other than their initial intention.

Program Information

Daily Schedule

The daily schedule provides a framework for planning and organizing the daily routines and play activities for the children. The daily routines for children **will vary** based on their age, developmental needs, and abilities. Check the bulletin board outside your child(ren)'s room regularly to learn about your child's daily activities.

In each activity the children will have stations or centers that they can choose to play in. The stations that will be available are:

- *Computer Station* – some computer programs are available in the School Age room
- *Imagination Station* – an area for children to create art
- *Book Nook & Listening Station* – an area for children to listen to music or read quietly
- *Board Games and Puzzles* – a livelier area for games and interaction with peers
- *Block Building and Gears* – an area to create castles, cityscapes, towers and learn about gears
- *Car and Transportation Corner* – an area to play with cars, trains, and other vehicles
- *Science and Discovery Centre* - an area to explore and discover nature and concepts
- *Family Area* – role playing area imagine being a teacher, a parent, a shop keeper

Mixed Age Groups

At certain times in the day, early morning or at the end of the day, and on in-service days or holidays, children may be grouped with a variety of ages.

Ratios will be met as per The Community Child Care Standards Act regulation 8(2)(b), where children are cared for in mixed age groups, the ratio will be calculated on a pro-rated basis based on the following:

- Children between the ages of two and six will have a ratio of 1:8 with a maximum group size of 16.
- Children between the ages of six and 12 will have a ratio of 1:15 and have a maximum group size of 30.

Clothing

Lockers are provided for each child. We require that all children wear comfortable clothing appropriate for many kinds of play. We provide a variety of activities that encourage children to explore, be creative, and sometimes get messy.

All children are expected to have seasonally appropriate clothing at the Centre. Please ensure your child(ren) has the following for each season:

Spring / fall – raincoat, rubber boots, hat, splash pants, and light mitts.

Summer – sunhat, bathing suit and towel, shorts, and shoes with a strap (no flip-flops or backless sandals).

Winter – jacket, snow pants, winter boots, scarf, mittens, and a toque.

During the winter months it is advisable that you provide extra socks and mittens for school age children. We do not maintain an extra supply of clothes. Parent/guardians will be called if they are needed.

Each child is required to have an extra set of clothing in their locker: pants, underwear, shirt and socks. Children who are toilet training require three sets of additional clothing be left in their locker daily.

Indoor footwear: Physical activity is a large part of your child's day. Indoor shoes should be comfortable and practical for your child's safety.

PLEASE LABEL ALL PERSONAL ITEMS. The Centre will not be responsible for damage to children's property or lost articles.

Bottles / Sippy Cups

Parents are required to send a cup with a lid or water bottle. If your child requires the use of a sippy cup, please send one. Washing of cups/bottles is done at the Centre.

Diapers

Staff will notify parents when there is a low supply of diapers/pull ups, wipes, and cream for your child(ren). Children's diapers are changed a minimum of every two hours or more frequently, depending on the need of the child. If your child runs out of diapers, throughout the day, you will be called to supply them.

Toilet Training

Toilet training will begin at the Centre once a child is showing signs of interest and that they are physically capable. Parents and staff will work co-operatively and consistently with each other to assist the child in achieving this goal.

Nap/Quite Time

Children will be provided with a nap/quiet time, for a minimum of 20 minutes daily. Staff will assist children to rest, by rubbing their backs and calming the room. If your child does not appear tired, staff will send them into the "awake" area to play quiet activities. Children will not be forced to nap.

Each child will have their own cot and if crucial to your child's rest, a family provided blanket and/or stuffed toy. All blankets will be washed once a week.

Outdoor Play

Fresh air and outdoor fun are an important part of a child's day. It is healthy and enjoyable! Our licensing also requires that children spend time outside. Any child who is too ill to participate in outdoor play should be kept at home.

Children will remain indoors when:

- The wind-chill is greater than 1600, or the temperature is -25⁰ C or below in the winter.
- It is pouring rain, storming, extremely windy, or otherwise uncomfortable.

Children require protection from the sun in the summer. To prevent heat stroke, all children must wear hats, daily. ***If your child does not have a hat you will be reminded to provide one. Please supply sunscreen and bug spray for your children in the spring.*** Sunscreen will be applied at least 20 minutes *prior* to going outside and then bug spray applied, if needed, upon exiting the building.

Precautions to limit sun exposure are taken:

- Staff ensure children have access to drinking water before, during, and after playing outdoors.
- Staff ensure children wear hats to protect them from UV rays.
- Staff follows Best Practices and Environment Canada's sun protection actions.

Sunscreen

You are required to supply **SPF 30** sunscreen for your child. We will apply sunscreen on children during the spring and summer months. Should your child have skin sensitivities to the sunscreen recommended by the Centre, please discuss this with the Director and provide a sunscreen appropriate for your child(ren).

Insect Repellent

You are required to supply approved insect repellent for your child. We will apply insect repellent on children only when required due to numerous mosquitoes. It will not be applied to children's face and hands. Should your child have skin sensitivities to the bug repellent recommended by the Centre, please discuss this with the Director and provide a bug repellent that is appropriate for your child(ren).

Toys from Home

Children are permitted to bring non-violent/aggressive toys or items from home with the understanding that others may want to play with these items. The Centre cannot be responsible for lost or damaged objects. When there is a scheduled "show and tell/toy day", children can bring in a non-violent toy that will be kept in a box until "show and tell" time. **VIOLENT TOYS WILL NOT BE PERMITTED IN THE CENTRE.**

Transportation

Emergency transportation: In the event of a medical emergency the child will be transported to a hospital by ambulance. Parents/guardians will be responsible to cover all costs. Every effort will be made to contact the parent/guardian, as soon as possible. If the parent/guardian/emergency contact is not present, an ECE II or III will accompany the child.

Field trips: When transportation for a field trip is provided by a school bus or other transportation method, children are required to follow the safety rules of the transportation company.

Written parental approval is required for every field trip. Parents will be informed at least one week in advance of planned outings. A general permission or consent form regarding local field trips must be checked off on the registration form. There will be a sign posted at the main entrance indicating the location for each field trip in case you would like to pick up your child(ren) before our indicated return time. Parents are encouraged to volunteer to assist on trips. During all field trips, regular ratios are always maintained. Staff frequently count the children and communicate with each other regarding the number of children in attendance.

If a parent does not want their child(ren) to attend a field trip for any reason, they must make alternate arrangements for care.

Code of Conduct

At St. Adolphe Child Care Centre Inc., we strive to provide a safe, caring, learning environment for children, staff, and families that fosters equality, respect, and diversity.

In order to achieve this, it is imperative that every individual who is associated with St. Adolphe Child Care Centre Inc. abides by this Code of Conduct and conducts themselves in a respectful manner. This includes licensees, owners, directors, managers, all other employees, children, parents, guardians, caregivers, and family members of children enrolled with our facility. It also includes members of the Board of Directors and anyone else involved with our facility. This includes, but is not limited to:

- Therapists, professionals / para-professionals
- Volunteers
- Practicum students
- Contractors/maintenance service providers
- School personnel
- Licensing coordinators and inspectors
- Courier drivers

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.

Proactive Strategies

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

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

We create a positive environment for children, parents, staff and others involved in our Centre by:

- Providing a welcoming environment for all who enter.
- Developing positive relationships, including making time to talk and listen.
- Establishing clear, consistent, simple limits.
- Stating limits in a positive way and periodically reminding people.
- Providing explanations for limits (rules, policy, and procedures).
- Working together to solve problems.
- Modeling and encouraging appropriate behaviour.

Behavior Management

We believe that children are young learners and when inappropriate behaviors occur it is our responsibility to teach them appropriate behaviors. We recognize the varying developmental abilities of children and understand that behaviors occur for a variety of reasons. Each child will be considered individually when determining expectations for behavior and consequences.

The staff will have realistic and developmentally appropriate expectations, use positive approaches, discussion, redirection, and demonstration to assist the children in learning. Our environment and materials will be set up as to encourage appropriate behaviors and reduce potentially inappropriate behaviors. We will plan our program based on the children's interests and needs. Our schedule and routines will be consistent and yet flexible to help our children gain trust, security, and self-control.

Behavior management is a process that takes time, patience, and consistency.

Staff will not permit or practice any form of verbal, emotional, or physical abuse. Children will not be denied any physical necessity.

If a child displays persistent disruptive behavior, they may be removed from the group for a short period of time. This will give the child the opportunity to gain control of themselves and to discuss the situation with the staff on a one-to-one basis.

Parents will always be made aware of any behavioral challenges involving their child and, if needed, will be contacted to participate in finding a solution. Consistency is the key to all forms of behavior management.

Unacceptable Behaviours

The following behaviours by children, staff, parents, and others involved with 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 behavior that degrades, demeans, humiliates, or embarrasses someone that a reasonable person would know is unwelcome.
- All forms of abuse (sexual, physical, or psychological), including verbally, in writing, or otherwise.
- Discrimination against any person or group because of their race, color, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief, and physical or mental disability.
- Actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone.

Consequences for Inappropriate Behaviour

We will consistently respond to inappropriate behaviour from children by:

- Reminding them 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 child.
- Responding sympathetically and acknowledging feelings.
- Establishing natural, logical consequences.

- Providing behaviour reports outlining the incident to parents/guardians which will be used as a form of documentation.
- 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 with parent/guardian to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future.
- Accessing outside resources for help, such as:
 - A behavior specialist or other professionals to help staff understand and reduce a child's inappropriate behavior;
 - Child and family services to access parenting supports; and
 - 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.

We will consistently respond to inappropriate behaviour from parents/guardians by:

- Developing a written contract that outlines specific expectations and consequences giving a written warning.
- Accessing outside resources, such as, mediation services, to resolve conflicts.
- In extreme cases, we will take additional steps such as:
 - Suspending or withdrawing childcare services.
 - 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.

Guidelines for Suspension

Offenses for which a child may be suspended include, but are not limited to:

- Physical assault of staff and/or children.
- Verbal assault of staff and/or children.
- Conduct that the staff considers detrimental to the environment.

Dependent upon the factors identified above, the following are guidelines for the duration of suspensions:

- Initial suspension: 1-3 days
- Subsequent suspension: 3-5 days
- Physical assault (causing bodily harm): minimum 5 days

Inclusion Policy

All children, parents, staff, and volunteers - regardless of race, ethnicity, religious beliefs, national origin, rurality, gender, age, sexual orientation, disability, political beliefs, language, and socio-economic status - are to be valued for their individuality, advanced academic pursuits, and contributions to the diversity and functions of the St. Adolphe Child Care Centre Inc. Equity, diversity, and inclusion align with the Centre's shared set of values in community and collaboration. Unacceptable discrimination, including racism, micro aggressions, sexism, ableism, ageism, homophobia and transphobia will not be tolerated. Anyone found to have engaged in such conduct will be counselled, warned, or disciplined.

We accept and welcome children of all abilities. Indoor and outdoor areas are arranged so all children can move freely and make choices based on their abilities, interests, and needs. We believe that each child deserves an environment and experiences that promote growth in all areas of their development.

We respect and value input from parents and encourage them to be part of the decision-making process for their child(ren). We work with parents and early intervention professionals who have valuable knowledge and expertise. We are committed to learning more about various disabilities and full inclusion as part of our annual training plan. The Director and educators will make every effort to work with professionals to plan and support children requiring additional help.

Registration and Eligibility

The enrolment process includes, attending a meeting with the Director, reading this Parent Manual, and completing all necessary forms.

Upon registration, the following forms must be completed or signed:

- Registration form
- Consent form (located at the back of this manual)
- Subsidy Application (if required)

Waiting List

Parents that want to put their children on the wait list must register with the Director. The Centre will be accepting children from that list only.

Priority will be given to siblings of children presently enrolled in the program.

Casual/part-time care will only be considered at the discretion of the Director.

Turning Twelve

When children turn 12 years old, they are considered of age to stay home. Children will be released from the Centre on their 12th birthday or at the end of the school year.

Aging Up

While every effort will be made to accommodate our Kindergarten families, they are not guaranteed a space in our School-Age program for the subsequent year. St. Adolphe Child Care Centre Inc. is licensed for a maximum number of children in each program by the Early Learning and Child Care. If the child cannot move to the next age group and stays in their original room, parents will be required to pay the rate of the space the child is occupying.

Attendance

Legal Responsibility

The Centre will assume responsibility for your child once an on-duty staff member has clearly acknowledged your child(ren)'s arrival to the drop-off person and has recorded their attendance. The Centre's responsibility ends once the pick-up person has been clearly acknowledged by an on-duty staff member and the child(ren) has been signed out.

Parents/guardians are required to notify the Centre when their child is leaving early from school for any reason, for example, illness, appointments, etc.

Absences

Parents must contact the Centre if your child cannot attend. For those families receiving subsidy, regular attendance will result in maintaining your allowable absences for those times they are needed. *Messages can be left on the machine after hours.* Please note that five or more consecutive absences without notifying the Centre will result in termination of services.

Locked Door Policy

As of April 2010, all centers in Manitoba must follow a locked door policy. Parents may use a fob or push a button on the video intercom for a staff member to let them in. Access when the Centre is closed is restricted and an alarm system is in place. Parents are asked not to admit people when they are entering or leaving.

Please remove your shoes upon entry to the Centre, as we want to maintain a clean and tidy area for the children to play and learn.

Pick up Persons

Parents/guardians are required to contact the Centre when an alternate pick up person will be picking up your child(ren). As per our Centre Safety Protocol, your child ***will only be released to the individual listed on your registration form; or after the Centre has been notified that day.*** The pick up person must be older than 12 years of age, and ID will be requested from the individual if not known by the staff.

Children will not be released to individuals under the influence of alcohol or drugs. Alternate designates will be contacted by staff to pick up the child should this occur. If someone takes a child(ren) while under the influence, the police will immediately be called.

Late Pick Up

The Centre closes at 6:00 p.m. daily. Children must be picked up and vacate the Centre by 6:00 p.m. to avoid late fees. In cases of perpetual lateness, the Centre reserves the right to reconsider childcare services.

Should a discrepancy regarding time arise, staff will defer to the Centre's clock.

A late payment will be assessed for late pick up. The payment is noted in fee schedule in Appendix D. This charge will be added to your next invoice.

It is understood that occasionally, unforeseen circumstances will arise that force late pick-up. Should this occur, it is your responsibility to call ahead and inform staff. It is your responsibility to arrange an alternate pick-up person if you are unable to do so by 6:00 p.m.

If your child has not been picked up by 6:00 p.m., we will:

1. Call the parent/guardian.
2. Call all emergency/alternate contacts.
3. If no one can be reached, the Director will then call Child and Family Services for emergency placement of the child(ren). The Director and/or a staff member will wait with the child(ren) until a social worker arrives.

Walking School Age Children To and From School

Children will be walked to school and picked up at the end of the school day by a staff member. Staff ratios are maintained at all times. The Centre assumes responsibility for the children at the end of the school day. Children will be dropped off and picked up at the front doors of Ecole St. Adolphe School. Children will be expected to walk and behave in a safe and orderly manner while walking to and from the school. If safety concerns regarding the children arise, parents will promptly be advised of the situation.

Children arriving past the scheduled departure time cannot be taken to the school, as the number of staff needed to walk the children to school is determined by the number of children in attendance prior to leaving.

Even during times of inclement weather, the children will walk to and from school. Please ensure your child has appropriate clothing.

Cost of Child Care

Parents will be invoiced as per the maximum daily fees outlined by the Manitoba Government. Rates are subject to change as recommended by the Government. Children enrolled full days and part time will be invoiced accordingly for all statutory holidays.

Child Care Fees/ Billing periods

Fees and billing periods are set by the Manitoba Government. In the case of **absenteeism due to illness or vacation**, the family must continue to pay their fees if they wish to maintain their child(ren)'s space. This includes non-school days, Christmas holidays, spring break and summer holidays. All statutory holidays are paid for by the parents/guardians. See Appendix D.

Payments

Invoices will be sent out on the Friday before the billing period. **See Appendix A for billing periods.**

Monthly fees may be broken into two equal payments. Fees are to be paid by postdated **cheque, cash or etransfer** via sansdirector@gmail.com.

If your subsidy decision form has not been received by your child(ren)'s start date, you will be billed for the full cost of care. Upon receipt of your subsidy decision form, your billing will be amended and revised, if required, to reflect the subsidy decision.

Parents/guardians are required to pay fees for all days your child is enrolled at the Centre, regardless of the actual days attended; fees will be paid on all statutory and general holidays, sick days, and absent days that apply. Fees will also be paid during family vacation time (or other extended absences away from the Centre) to hold the child's space.

Fees for children affiliated with Child and Family Services will be billed directly to the foster parent. The foster parent is responsible for paying the St. Adolphe Child Care Centre Inc. according to the set fee schedule. The foster parent is also responsible for securing reimbursement from the appropriate agency.

Non-Sufficient Funds

Should your cheque be returned as non-sufficient funds (NSF), a \$20 fee is automatically charged.

Late Payment

Fees not paid by the end of the four-week billing period may result in termination of your child(ren)'s space.

Parents/guardians are expected to pay childcare fees promptly. In the event of **overdue fees**, the Centre's policy is:

- The first time the parent/guardian will be made aware with a verbal warning and asked to resolve the matter within two weeks.
- The second time the parent/guardian will receive written warning and be asked to resolve the matter within two weeks.
- The third time the parent/guardian will receive a written warning and be asked to resolve the matter within two weeks. They will also be required to pay with a certified cheque or money order for a period of six months following. If another NSF cheque is received, a certified cheque/money order will be required on a regular basis.

Year-end Receipts

You will receive a year-end receipt for income tax purposes by the last week of February. In the event this receipt is lost, an administration fee will be charged for each request for a "confirmation letter" of childcare payments made in an applicable taxation year as set in fee schedule in Appendix D.

Subsidy

The Manitoba Child Day Care Program helps some families to pay part of their childcare fees via subsidy. Government subsidies are available for families who qualify according to family income and need for childcare.

Applications for subsidy are available at the office or may be completed online at https://www.gov.mb.ca/education/childcare/families/childcare_subsidies.html. It is the responsibility of the parent/guardian to complete the application and enclose all the necessary documents. If you require assistance, please see the Director. Completed applications shall be submitted to the Child Care Subsidy program at 102-114 Garry St. Please ensure your subsidy applications are submitted on or before your child's first day of care at the Centre.

Full fees will be applicable until the Centre receives notification of subsidy approval. It is the parent/guardian's responsibility to provide the Centre with confirmation of subsidy approval either by phone or in writing.

Please ensure you are aware of subsidy expiration dates and allowable absent days. It is the parent/guardian's responsibility to re-apply for subsidy. Make sure your application is submitted in advance of the expiry to ensure you are again approved before the start of the next billing period. Parents/guardians will be invoiced for the full amount of childcare fees if confirmation of the re-approval has not been received in our administrative office before the subsidy expires. If a subsidized family exceeds their allowable absent days, they will be invoiced the full amount of childcare fees.

Subsidy Approval Form

A subsidy approval form will be mailed to you and the Centre.

Subsidy Renewal

A renewal notice will be sent to you in the mail from Manitoba Child Care Program. Please complete and return promptly to ensure continued subsidy.

Parents/guardians will be responsible for the payment of the full cost of care when not covered by subsidy due to a late application.

Subsidy applications must be submitted to the Centre no later than the last day of the four-week attendance reporting period in which the child is enrolled.

Our Centre receives copies of all subsidy information you receive. We keep this information on file and strongly encourage you to do the same.

For more information please visit: https://www.gov.mb.ca/education/childcare/families/childcare_subsidies.html.

Nutrition

Lunch/Snacks

Parents are responsible for sending lunch and a morning and afternoon snack with their child every day. We realize that children's appetites and food preferences change continuously. For this reason, we will attempt to send home any uneaten food you send to assist in keeping you informed of your child's eating habits.

Microwave

Lunches can be reheated in the microwave. Due to the many items that require heating daily please ensure that your child's lunch can be reheated in less than two minutes. Foods must be fully prepared and in a microwaveable container. Example: Kraft Dinner (instant) must be prepared at home and staff will re-heat it.

Storage

Lunches are stored in the child's lunch bag/box in their locker.

Peanut/Nut Policy

All foods containing peanuts and/or nuts are prohibited and therefore will not be served to children. Please read the ingredient labels of food products prior to sending them with your child. (Examples: peanut butter, cookies with nuts, granola bars)

Health

General Health

Centre staff follow strict cleaning procedures which ensures that floors, toys, equipment, and other frequently touches areas are cleaned thoroughly each day with disinfecting cleaners in order to properly remove germs, bacteria, and other contagious diseases.

We are concerned about every child's health and must consider contagious factors. When there is a concern for a child's health or condition which does not fall under our communicable disease list, the Director or designate will determine if medical attention is required. Our decision will be based on what is best for the entire Centre. The Director may request Doctor verification for the child to return to the Centre.

Sick Children

When a child becomes ill at the Centre, every effort will be made to keep them comfortable, and parents/guardians will be notified. It is your responsibility to have the child picked up as soon as possible. When the parents/guardians cannot be contacted, the alternate/emergency contacts you provided upon registration will be called.

A child is considered too ill to remain at the Centre when they are unable to cope and to participate in the full day program schedule. A child's ability to cope will be determined by the supervising staff in collaboration with the Director.

A child should not be brought to the Centre, if one or more of the following conditions exist:

- The illness prevents the child from participating in the program activities and/or school.
- The illness results in greater needs for care than the staff can provide without compromising the care of the other children.
- The illness is a communicable disease.

If your school-aged child is too sick to remain at school, please ensure they are picked up at the school.

Communicable Diseases

The following is a list of common illnesses and guidelines used at the Centre, as set by the Manitoba Child Care Program. A note will be posted on the bulletin board outside your child's room to inform parents of any communicable diseases reported in the Centre. For a more comprehensive summary of the Centre's management of communicable diseases, please refer to Appendix C near the end of this manual.

Children who become ill with a communicable disease cannot attend the Centre during the infectious period. All communicable diseases must be reported to the Director or staff. Should a communicable disease be brought into the Centre, parents/guardians will be notified.

Parents/guardians are responsible for payment whether a child is absent due to a communicable disease or absent to prevent contracting the disease.

Fever – If your child's temperature reaches 38.0°C or 100.5° F, you will be contacted to make arrangements for the child to go home. ***Please note: you will not be allowed to administer fever reducing medicine and then leave. If your child has a fever, then you are required to take them home.*** If parents cannot be reached, the emergency alternate persons will be contacted to pick up the child.

Vomiting – If your child vomits, you will be contacted to make arrangements for the child to go home after the first incident. The child must have no re-occurrences in 12 hours before they return.

Diarrhea – After the 2nd incident in one day at the Centre, the child will need to be taken home. The child must have no re-occurrences in 24 hours before they may return.

Skin rash – A rash may be uncomfortable, itchy, or painful. Please have the rash diagnosed and proper treatment begun before returning to the Centre.

Giardia (mucus diarrhea caused by a parasite) – The child will only be allowed to attend the Centre after being on medication for 24 hours.

Ear infection – If staff suspect an ear infection, the parent/guardian will be contacted.

Infection being treated with antibiotics – The child can return to the Centre once the infectious period has ended. For example: Pink Eye (Conjunctivitis), Strep Throat, Impetigo, Bronchitis, Scabies – 24 hours.

Bed Bugs

If staff finds evidence of bed bugs or bites on your child or in their belongings, the parent/guardian will be immediately notified, and the following will be requested until all evidence of bed bugs has ceased:

- A fresh from the washer/dryer set of clothes be brought to the Centre daily in a sealable type of storage bag.
- Change the child into freshly laundered garments upon arrival at the Centre.
- Place the worn clothes in the storage bag and leave the bag in the child's locker.
- Repeat daily until evidence of infestation has ended.

In these cases, the Centre will not be responsible for washing any belongings. Should live bed bugs be found, the child will be immediately changed into spare, clean Centre clothes and the worn clothes sealed in a storage bag. The parent/guardian will also be contacted for immediate pick up. Families are required to inform the Centre immediately of a case of bed bugs.

Head Lice

To reduce the spread of head lice, the Centre will strictly enforce a no nit policy. When lice are detected on your child you will be contacted to pick up your child immediately. We require that your child be treated with a medicated shampoo and all nits be removed from your child's hair, prior to their return to the Centre. The chance of re-infestation is greater when all nits are not removed. When a child returns to the Centre after treatment, a staff will do a nit check. The parent will remain in the Centre until the check is complete and a decision is made as to whether the child may remain or not. Families are required to inform the Centre immediately of a case of lice.

Medication

Staff will administer only medications that have been prescribed by a child's physician. Medication must be current and in its original bottle with a Pharmacare label. It is advisable that parents request two containers from their pharmacy when filling a child's prescription (one for home, and one for the daycare). This will eliminate the need to transport medication to and from home.

Children must be on antibiotics 24 hours before returning to the Centre if antibiotics were prescribed.

Medication Form

The Centre will provide a medication form that must be completed and signed by the parent/guardian prior to the Centre administering medications. Non-prescription medications such as Tylenol will not be administered unless prescribed.

Medication Storage

It is your responsibility to give their child's medication directly to a staff member. Medication can be stored at room temperature or in the refrigerator in a locked box. Medication must **not** be stored in your child's locker or lunch bag.

Diaper Creams

Parents supply any diaper cream or ointment used for their child. If your child uses a medicated diaper cream, parents/guardians must complete a medication form.

Health: Life Threatening Allergies

Health Care Plan / Authorization Forms

Upon enrollment of any child with a life-threatening allergy, we will initiate the process for an Individual Health Care Plan (IHCP), in collaboration with the parent/guardian as well as with a provincial government funding organization called the Unified Referral and Intake System (U.R.I.S.) URIS provides support for children with special health care needs while they are apart from their families.

Parents/guardians are required to sign an authorization form for the release of information to the U.R.I.S. Parents/guardians will also complete an “Authorization for Administration of Adrenaline Auto Injector” (Epi-pen).

*****A CHILD WITH LIFE THREATENING CONDITIONS, IE. DIABETES, ALLERGIES, OR ASTHMA WILL NOT BE PERMITTED TO REMAIN IN THE CENTRE WITHOUT RESCUE MEDICATIONS.**

Staff Training

All staff will be made aware of each child’s Individual Health Care Plan and Emergency Response Plan. When your URIS application is approved, staff will receive specialized training with a Registered Nurse through URIS.

Safety

Centre Safety Plan

St. Adolphe Child Care Centre Inc. implemented a **Centre Safety Plan** to provide guidance and direction to the staff, Board Members, and families of the Centre. In addition, this plan will help ensure the safety of the children, families, staff, visitors, and volunteers.

Staff Training

Staff receive training and review in:

- Emergency first aid
- Infant and Child CPR
- Centre’s safety plan
- Use of fire extinguishers.

Emergency Evacuation

Emergency evacuation drills will be conducted monthly. Twice a year we will practice evacuating to our shelter away from the Centre and equipment is checked monthly by the RM of Ritchot.

In the event of an emergency, parents/guardians will be notified immediately after children are taken to safety at the St. Adolphe Parish at 402 Main Street (204-883-2181 Contact: Rachelle). Please ensure we have **an up-to-date phone number for you** (either work phone/home phone/cell phone). If a child requires immediate medical attention,

the child will be transported by ambulance to the nearest hospital. If ratios allow an ECE II or III will accompany and stay with the child until the parents/guardians arrive. Medical information pertaining to the child will be released to the health care professionals as required. The parent will be held responsible for any costs of emergency transportation.

Each month the staff will practice fire safety and conduct fire drills with the children with a battery-operated fire alarm. Details of the fire drill, the number of children, and evacuation time are recorded after each drill. Practicing the drill each month ensures that the children will understand what to do, in the unlikely event that we do have to evacuate due to fire or other such emergency. The steps to evacuation are posted by the fire extinguisher at the Centre's exits. We will also practice sheltering on site and off site to our alternate shelter once a year. Please see our Enhanced Safety Plan for more detailed accounts.

Accident/Incident Reports

All accidents/incidents that staff are aware of will be documented. Every effort is made to ensure children receive a balance of adult direction and individual time for themselves. Any questions or concerns regarding an accident/incident can be brought to a staff member's attention.

Incidents are situations parents may need to be aware of, including, but not limited to, swearing or aggressive behavior. Injuries are occurrences of pain or discomfort to your child's physical being. The staff will complete a form so that you will have the details about the incident. Please sign the report and the Centre will keep it on file. If you would like a copy of the report, please let us know and we will make you a copy. If you have any questions or would like more information, please do not hesitate to call the Director.

Supervision Policy

Children may be supervised in one of two ways: directly or indirectly. **Direct Supervision** refers to being able to see and/or hear your child. **Infant, Pre-school children and Inclusion children are always directly supervised.**

Indirect Supervision refers to when the staff may not be able to see and/or hear your child directly, but are still monitoring your child's safety. Staff will take into consideration the child's age, developmental level, and individual needs of each child, as they determine the level of supervision required for each situation. **Indirect supervision will only be practiced with school age children who are deemed able to manage themselves successfully for a limited amount of time.**

Children will be supervised indirectly or directly depending on the child's age, developmental level, and individual need while playing outside.

Washroom Use While Playing in the Backyard

Children are required to get permission from a staff member before leaving the backyard to use the washroom. All children will be asked to use the washroom in their designated room.

If a school age child, who is responsible, needs to use the washroom they will be allowed to do so on their own. A staff member will remain at the rear exit to monitor the child. If children do not return after a reasonable amount of time (approx. 5 minutes) a staff member will check on them.

Infants/toddlers, preschool children, and Inclusion children will always be escorted to washrooms and monitored.

Reporting of Child Abuse Policy

As the safety and well-being of the children is our primary responsibility, it is important to note that this policy takes precedence over the confidentiality requirement of the regulations. As required by Manitoba Child Care Program Regulations Section 11(4), any case of suspected child abuse is reported to the Director of Child and Family Services, or a designated child caring agency as required by The Child and Family Services Act or similar legislation. "Abuse" means an act or omission of any person, where the act or omission results in:

- Physical injury to the child.
- Emotional disability of a permanent nature in the child or is likely to result in such a disability.
- Sexual exploitation of the child with or without the child's consent.

Requests for Affidavits

It is the policy of St. Adolphe Child Care Centre Inc. not to furnish Affidavits to parents in domestic disputes. It is important that the Board of Directors and staff are not seen as taking sides against parents - evidence is generally available by Subpoena. Staff will be required to attend Court or Court Proceedings if subpoenaed – unless the Subpoena is rendered void before the appearance.

Any request to an employee to furnish an Affidavit related to matters arising out of their job duties, will be communicated to the Director. This policy could be waived at the discretion of the Director or Board of Directors, if it is believed that a legitimate child welfare concern be better addressed if the evidence were made readily available to the party requesting it.

Guardianship and Court Orders

St. Adolphe Child Care Centre Inc. requires copies of any legal forms stating the details pertaining to childcare arrangements, care, and custody. Without such documentation, the Centre is obligated to ensure equal access and communications regarding the child, to each parent/guardian. The Centre follows the Manitoba Early Learning & Child Care Program's protocol: Understanding Custody Arrangements and Court Orders Issued by the Criminal or Family Law Courts.

Parental Involvement

If parents/guardians want to be involved at/in the Centre some options include:

- Bringing in art supplies for the children's use, for example, paper, fabric scraps, buttons, wool, paper rolls.
- Volunteering – Accompany your child on a planned field trip or outing or join the Board of Directors.
- Donations /Fundraising – Participate and support our fundraising campaigns.

Board of Directors

The Centre's business is governed by a Board of Directors consisting of parent and community member volunteers elected by the general membership. The Board meets monthly to manage responsibilities in the areas of policy, finance, direction, and public relations. For more information regarding the Board of Directors, please email sansboard@gmail.com.

Annual General Meeting (AGM)

In September, the Centre conducts an AGM as per regulation set by the Manitoba Child Care Program. To conduct this meeting a minimum of 50% representation parents must be present. Parents will be notified 21 days prior to the meeting date.

Help us make this meeting successful by making an effort to attend. It is expected that each child will have one parent/guardian in attendance. Should too few parents be in attendance, necessary business cannot be conducted.

Donations

We are a registered charity under the Income Tax Act. Donations to enhance the program will be gratefully accepted. Feel free to ask about sponsorship possibilities. Income tax receipts will be issued for the value of the contribution to support your claim (of over \$50) for a reduction of income tax payable.

Fundraising

In a typical year, the Centre conducts multiple fundraisers dispersed throughout the year, including an annual golf tournament. Funds generated by these campaigns are used to enhance program quality, including toys, indoor equipment, art supplies, playground equipment, and field trips.

All parents are respectfully encouraged to participate in fundraising campaigns.

Parking

All parents must drop off and pick up their children through the entrance located nearest to your child's room.

Fire and Parking Bylaws require you to park and stop appropriately at all times. **Please do not leave children unattended in your parked vehicle, even if you are not expecting to be away for long.** Please do not leave your vehicle idling in the parking lot.

Withdrawal

Notice

The Centre requires written notice two weeks in advance of withdrawal of services from our programs. Parents/guardians will also be charged for the two-week period following the day the Centre became aware of the child(ren)'s withdrawal. In these events, all subsidized families will be billed full fees during the two-week withdrawal period, less any amount Child Care Subsidy program will pay for any absent days used over the allowable absent amount.

Termination

In the event a child has been absent from the Centre for five consecutive days, and we have not been notified, the child will be considered withdrawn.

A family must give a minimum of two weeks written notice of intent to withdraw from the Centre to the Director.

Appendix A: Billing Calendar

Start	End
January 8, 2023	February 4, 2023
February 5, 2023	March 4, 2023
March 5, 2023	April 1, 2023
April 2, 2023	April 29, 2023
April 30, 2023	May 27, 2023
May 28, 2023	June 24, 2023
June 25, 2023	July 22, 2023
July 23, 2023	August 19, 2023
August 20, 2023	September 16, 2023
September 17, 2023	October 14, 2023
October 15, 2023	November 11, 2023
November 12, 2023	December 9, 2023
December 10, 2023	January 6, 2024
January 7, 2024	February 3, 2024
February 4, 2024	March 2, 2024
March 3, 2024	March 30, 2024
March 31, 2024	April 27, 2024,
April 28, 2024	May 25, 2024
May 26, 2024	June 22, 2024
June 23, 2024	July 20, 2024
July 21, 2024	August 17, 2024
August 18, 2024	September 14, 2024
September 15, 2024	October 12, 2024
October 13, 2024	November 9, 2024
November 10, 2024	December 7, 2024
December 8, 2024	January 4, 2025
January 5, 2025	February 1, 2025

Appendix B: Board of Directors

President	Sarah Rout	sansboard@gmail.com
Vice President	Lee McCaw	
Treasurer	Leslie McKenzie	
Secretary	Amanda Harrison	
Members at large	Lana Yaskiw Connor Bell Olia Berger	

Appendix C: Winnipeg Regional Health Authority- Management of Communicable Diseases

These guidelines, based on those developed by The Canadian Pediatric Society, have been developed to assist parents, schools and day cares to understand the methods of spread and prevention of certain diseases. However it should be remembered that some infected persons might have mild or no symptoms but still be able to spread the disease. Many diseases begin with the same symptoms (e.g.: common cold, chicken pox, whooping cough) and are most infectious in the early course of the illness. Consult with your local Public Health Nurse for further information.

Respiratory and Other Infections

Prevention:

- Importance of good handwashing
- Careful disposal of soiled tissue, diapers etc.
- Cover mouth and nose when coughing, sneezing.
- Immunization if disease is vaccine preventable.

Disease	Transmission (Spread)	Symptoms	Infectious Period/Exclusion
<i>Respiratory and Other Infections</i>			
Common cold	Person to person by sneezing, coughing. Indirect spread by contaminated hands, objects.	Runny nose, sore throat, cough.	Infectious from 1 day before to 7 days after onset. Exclusion not necessary unless too ill to take part in activities.
Scarlet fever- caused by Group A Streptococcus bacteria	Person to person by sneezing, coughing, rarely by indirect contact with objects.	Rash (feels like sandpaper) most often on the neck, chest, armpits, elbows, groin and thighs. There may be flushing of the cheeks and paleness around the mouth.	Infectious and exclude until 24 hours after treatment has begun.
Strep throat- caused by Group A Streptococcus bacteria	Person to Person	Fever, sore throat, headache. Should see physician as antibiotic treatment may be required.	Infectious and exclude until 24 hours after treatment has begun.
Conjunctivitis- Pinkeye	Person to person by direct and indirect contact with discharge from eye.	Redness, itching, pain and discharge from the eye. Treatment for infection will be needed if pinkeye due to bacteria.	Infectious for duration of illness or until 24 hours after treatment started. Exclude only if discharge is pus and then until the antibiotic has been taken for 1 full day.

Mononucleosis- caused by Epstein-Barr virus	Person to person by saliva.	Fever, sore throat, enlarged lymph nodes, fatigue, weakness. Can last for several weeks. Any age group can get "mono" but illness most noticeable in young adults.	No exclusion necessary unless too ill to attend school or day care. This is due to the fact that illness is not very infectious and may be shed for a long period
Chicken Pox- varicella zoster virus	Spread person to person via respiratory secretions and to a lesser extent from the in the blisters.	Sudden onset of fever, malaise, rash with small blisters on top which become crusted and itchy.	Spread of chicken pox occurs mainly before blisters appear by the respiratory route. Exclusion from school, day care not necessary unless too ill to take part in activities. Vaccine preventable.

Shingles- herpes zoster	<p>Shingles is a reactivation of the latent virus that causes chickenpox. Spread occurs only from the blister fluid.</p> <ul style="list-style-type: none"> • One cannot get shingles from a case of shingles. • Must have had previous. chickenpox illness to get shingles • A person can get chicken pox from a case of shingles if they have not had the disease. 	Shingles causes numbness, itching, or severe pain followed by clusters of blister-like lesions in a strip-like pattern on one side of the body. The pain can persist after the lesions heal.	Slightly infectious from vesicle fluid. No exclusion necessary unless too ill to take part in activities.
Cytomegalovirus- CMV	Person to person by direct contact with body fluids such as blood, urine, or saliva.	Most children have no symptoms when they become infected with CMV. Most people eventually become infected. In older children symptoms may include fever, sore throat, enlarged liver and malaise. CMV can be passed from mother to the child before birth and may cause birth defects.	No need for exclusion from child care

Meningitis- may be caused by bacteria, virus or fungus.	Spreads person to person by secretions from nose and throat.	Sudden onset of fever, vomiting, loss of energy, headache, stiff neck and back. Viral: is a serious but rarely fatal. Symptoms last 7-10 days and the person recovers completely. Bacterial: Can be serious and result in death or disability if not treated promptly. Close contacts are treated with antibiotics prophylactically.	No exclusion for viral meningitis. Bacterial meningitis cases are not infectious 24 hrs after start of appropriate antibiotics. Contacts of a case do not need to be excluded.
Roseola – caused by a human herpes virus	Method of spread unknown at this time, not very infectious.	Occurs most often in children 6-24 months. Symptoms begin with a fever which progresses to a rash. The rash is mainly on the face and body and looks like small red spots. Gets better without treatment.	No exclusion necessary unless child too ill to participate in activities.
German Measles	Person to person. Virus present in respiratory secretions.	Mild fever, sore throat, swollen glands in neck. Rash consists of small red spots, which start on scalp and face and spread rapidly over entire body. Vaccine preventable.	Infectious for a few days before onset of rash and 7 days after. Exclude for 7 days after onset of rash.
Whooping Cough	Person to person. Bacteria present in respiratory secretions	Begins with cold symptoms and cough progresses to spasms that may result in vomiting. Vaccine preventable.	Infectious from onset of runny nose until 3 weeks after onset of spasm-like cough, exclude until 5 days after start of appropriate antibiotics or 3 weeks after onset of cough.
Mumps	Person to person. Virus present in respiratory secretions.	Fever, Swelling of salivary glands that cause swelling of cheeks and face. Vaccine preventable.	Infectious for 7 days before and 9 days after onset of swelling. Exclude for 9 days after onset of swelling.

Hand, Foot + Mouth Disease	Person to person. Virus present in respiratory secretions.	May have fever, headache, red spots with small blisters on top may appear especially on hands, feet and inside mouth.	Exclusion not necessary unless too ill to take part in activities. Most infectious before onset of rash and can be excreted in the stool for a period of time.
RSV – Respiratory Syncytial Virus	Person to person. Virus present in respiratory secretions and on contaminated objects or surfaces.	Fever, runny nose, cough and sometimes wheezing. Common cause of bronchiolitis and pneumonia in children under 1 year of age.	Infectious until symptoms stop (usually 8 to 15 days) but there is no need for exclusion unless child too ill to attend.
Influenza	Person to person. Virus present in respiratory secretions.	Fever, chills, cough, sore throat, headache, muscle aches.	Infectious until symptoms stop (3 to 5 days) but there is no need for exclusion unless child too ill to attend.
Fifth's Disease (slapped cheek)	Person to person. Virus present in respiratory secretions.	Mild fever, flu-like symptoms, a rash will appear 1 week after onset of symptoms. The rash on the face appears as a 'slapped cheek' and spreads to the rest of the body.	Exclusion not necessary unless too ill to take part in activities. Most infectious before onset of rash.
<i>Skin and Scalp</i>			
Head Lice	Spread person to person. Requires close direct contact. To a lesser extent spread can occur through sharing of combs, brushes, headgear.	Presence of lice and nits in the hair. Scalp itching- usually around the ears or nape of the neck.	Exclude until treated, nit removal may be necessary to cure some cases.
Scabies	Spread person to person. Requires close direct contact.	Very itchy rash - usually appears on fingers, elbows, armpits, and abdomen. Scabies requires treatment.	Infectious until treated. Exclude until treated.
Molluscum contagiosum	Person to person by direct contact with the lesions.	Viral skin disease consisting of smooth-surfaced, firm and round papules. Lesions on children are usually on the	Treatment with liquid nitrogen or topical applications of salicylic acid. No exclusion but avoid direct contact with lesions.

		face, trunk, and upper area of arms and legs.	
Ringworm	Spread by direct contact with an infected person or animal, or objects or surfaces contaminated with the fungus.	Rash that is flaky and itchy. On the scalp it may leave a flaky patch of baldness and on other areas of the skin the rash is ring like and may itch or burn.	Child excluded until treatment started. The fungus is no longer present when the lesion begins to shrink.
Cold sores- Herpes simplex 1	Direct contact with the sores or saliva of infected person.	Fever, runny nose, painful sores on lips or in the mouth.	Exclusion of children with simple Herpes simplex is unlikely to control the spread. However consideration may be given to children with open lesions who are biters or droolers or who mouth toys. Cold sores generally clear up on their own but there are antiviral treatments available. Infectious for 1 week during first infection and 5 days during recurrent cold sores.
Impetigo	Person to person by direct contact.	Pustules or crusted rash on face or exposed parts of body (arms and/or legs). Impetigo requires antibiotic treatment prescribed by a physician.	Infectious from onset of rash until 1 day after start of treatment with antibiotics, exclude until 1 full day of treatment.

Appendix D: Fee Schedule

NSF	\$20.00
Replacement Tax Receipts	\$10.00
Late pick up (after 6 pm)	\$10/15 minutes

Program	When	Amount
School Age	Before and After	\$8.60
	In-Service Days	\$20.80
Pre School	Daily	\$10.00
Infant	Daily	\$10.00
Nursery	Daily	\$10.00
*An Additional fee of \$9.40 per day will be assessed when children are in attendance more than 10 hours per day.		

Appendix E: Consent Form

IF YOU ARE A TWO PARENT FAMILY, EACH PARENT IS REQUIRED TO SIGN BELOW.

St Adolphe Child Care Centre Inc,
372 Main Street
St. Adolphe, MB R5A 1B5

I, _____ **HAVE READ, UNDERSTAND AND AGREE TO COMPLY**
Parent's Name – Please Print

WITH THE POLICIES OF the St. Adolphe Child Care Centre Inc.

DATE: _____ **PARENT SIGNATURE:** _____

I, _____ **HAVE READ, UNDERSTAND AND AGREE TO COMPLY**
Parent's Name – Please Print

WITH THE POLICIES OF the St. Adolphe Child Care Centre Inc.

DATE: _____ **PARENT SIGNATURE:** _____