

Parent Policy

Manual

 2020

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**STONY MOUNTAIN CHILD CARE CENTRE CO OP.**

### PO Box 448

### Stony Mountain, MB R0C 3A0

### Phone (204) 344-5694 (81 School Road)

**Phone (204) 344-5157 (149 School Road)**

#### Parent Policies and Registration

**Philosophy**

The early years are the most formative years in a child’s life! Children are unique individuals whose wholesome beliefs and values should be respected and enhanced. Our optimum program supports and advocates quality, inclusive childcare, while meeting your child’s social, physical, emotional, intellectual, creative and special needs. We provide a wide variety of learning centers that promote responsible decision-making, imagination, independent exploration and experimentation. We believe it is essential to provide a secure, nurturing environment in which children learn, play and acquire new skills while under the loving guidance of our dedicated Early Childhood Educators. Since parents play the most important role in their child’s life, we have established and maintained an inclusive parent co-operative that is supportive of the relationship between parents and staff. Together, we ultimately encourage and provide positive behavioral and emotional consistencies to each and every child in both their childcare and home environments, regardless of each child’s needs and abilities.

**Inclusion Statement**

Stony Mountain Child Care Center accepts and welcomes children of all abilities. The service that we provide is all about allowing all children to have optimal social and learning experiences. There may be times when adaptations need to be made to the program and environment to help all children be successful. We recognize that children may require additional supports and we will work closely with families, and the childcare program to ensure that supports are in place upon enrolment. Through child observations, staff will make adjustments to routines and transitions to make learning experiences positive for all children.

We provide a wide variety of learning centers that are accessible to every child. By providing opportunities that promotes social free play for all children, we create an environment that promotes growth in all areas of their development. Adaptations are made to play experiences based on all children’s needs and abilities so all children can be successful in our program.

Family involvement is an important aspect to our program and we support and encourage family input in the decision making process for their child. To ensure that staff can assist families and children, they must participate in 24 hours of professional development relevant to the needs of the center. It is our goal to provide an environment where every child is able to be successful and develop responsibility, imagination, social relationships and decision making skills.

Children proceed through levels of development at various rates and therefore, early childhood educators, in addition to being warm, loving individuals, must be trained in child development as well as having plentiful practical experiences. Staff have opportunities to participate in professional development including workshops devoted to inclusion. All staff are trained annually with medical procedures pertaining to the children in our care to help us provide a safe environment for all children. Staff will work closely with professionals such as speech therapists, physiotherapists, occupational therapists, to meet the children’s individual needs.

Our goal at Stony Mountain Child Care Center is to ensure that all children feel welcomed and loved so they enjoy many learning successes while in our care.

**Infant Curriculum Statement**

Stony Mountain Child Care Center (SMCCC) provides care for infants in partnership with parents to ensure that the transition from home to child care is as smooth as possible. We strive to satisfy each infant’s need for a close physical and emotional attachment. We do this by holding, cuddling, interacting with them on the floor and being in close proximity to them at all times. As we create this bond, we hope to be an extension of the family unit, working cooperatively to support both family and child. Parents are greeted each day and relevant information is exchanged. We have a yearly Walk a Thon with a family BBQ afterward. We invite you to provide a picture of the child with their family to put on display at the children’s level. A daily record chart goes home which will let the parent know what the child has eaten, how long they have slept and when they were changed. Comments will be added about the children’s play experiences about play. This is used to further expand and strengthen communication between families and the care givers in the infant program.

SMCCC promotes a developmentally appropriate approach to social, emotional, physical and cognitive growth of each child. Caregivers encourage independence and experimentation through self chosen free play. Cushions are provided for climbing, blocks, daily living materials, books and musical instruments are available to the children. These experiences stimulate the development of the child. Then environment is designed to be warm, safe, inviting and a challenging space for the various stages of infants and through observation we continue to modify the space as they grow to meet their individual needs, abilities and interests. Staff post photos of children’s activities and document various play experiences, such as sensory, art and movement activities and are posted by the front entrance.

Our caregivers are educated and knowledgeable about child development and are able to read and respond to the infant’s needs and behaviours. The Infant Room has a scheduled routine to help children learn to understand the day and what comes next; however, this schedule is adapted to meet the needs of each child and is flexible. If your child requires more then one nap or a longer nap, we can accommodate that. On days that the weather is nice, we will extend our outdoor play or on days that we are unable to go outside movement activities will be indoors. Caregivers optimise learning opportunities in play experiences as well as daily activities and develop social skills among children by encouraging sharing and labeling what other children are doing and feeling.

Space and materials for caregiving routines such as diapering, dressing, hand washing, meal times etc. are set up and used to promote learning. These routines encourage language and social development. The diaper change table is situated so that staff can see the room while spending 1 – 1 time with the children and involving them in the diapering routine. The individual time supports children’s positive emotional development.

At mealtimes caregivers are situated with the infants and environment. The infants will sit together in high chairs with the caregiver. We use the teachable moments to allow infants to explore their food, feed themselves and respond to fullness and hunger cues. This teaches them independence skills and promotes self confidence.

Language development is particularly crucial during the infant period. We provide many opportunities for infants to engage in meaningful dialogue. The infant caregivers will talk to the children during free play labeling the toys and talking about what they see the children doing. During daily routines staff will talk to the children and explain to them what will happen. “We are going wash your hands for snack.” Labeling feeling and also lots of discussion about what’s going on in the environment around them.

Every infant will learn about their environment at their own pace by touching, tasting, vocalizing and through their own play. Caregivers help to facilitate play by giving infants opportunities for play that is planned and spontaneous. Staff help children build relationships with each other by assisting in turn taking, roleplaying and encouraging conversations with each other about what’s going on around them.

Our caregivers regularly discuss the environment, interactions, experiences as well as the interests of each individual infant and the group. The indoor as well as the outdoor environment is set up to provide open space for children so they can discover and learn using hands on materials in play with peers. Materials are arranged in open bins on low shelves. When planning, we consider all aspects of child development, the infant’s various cultures and diversity and incorporate it in their daily play by displaying posters various artwork and providing various play materials. We have dolls that are gender specific. We have puzzles and posters that have a variety of people with various abilities. The learning environment includes sensory, literacy, curiosity, movement, music and outdoor experiences. Our center will include a wide variety of books that have various ages, racial and cultural backgrounds.

Our community is an extension of our program and we often journey out of the center on walks to local parks to explore and to learn more about the world around us. In our program we value nature play. We often explore our natural playground and extend out into the nature trails near by. We often bring nature into the center as well.

The infant staff work closely with the preschool staff to help transition a confident, secure and happy child ready to embrace the next stage of Stony Mountain Child Care Center.

**Curriculum Statement- Preschool**

We believe that children are unique individuals, who learn best through a play-based environment. Children at our center are provided opportunities to learn, and explore which in turn helps them develop individually and form relationships with others.

To promote play, staff will sit at children’s level. They will ask open-ended questions and encourage others to join to promote friendships. This also allows children the opportunity to talk about what they are doing and what they understand. Staff will encourage children’s participation, by leading and being involved in play.

Photos are used to capture learning moments and promote communication between, staff, children and their parents. Daily activities are chartered which lists experiences in specific curriculum areas and are posted.

Staff greet all families during arrivals and departures and make an effort to positively communicate their child’s day. We welcome families to join us for special activities or to share experiences with the children at our center. We want families to feel that they are part of our center.

The environment at Stony Mountain Child Care Center allows for children’s individual exploration. Staff change equipment and add materials based on children’s needs, interests and abilities. The room is arranged to allow for small groups. A quiet area is set up for children to relax and read. Small groups are encouraged to limit wait times and encourage individual exploration. Staff split group times up according to age in different areas of the room, to allow for age appropriate experiences.

Our daily schedule provides flexible blocks of time for free play, both inside the center and outdoors. Through observing staff will recognize when it’s time to transition to the next activity. Children will be given a five-minute transition warning to allow them to prepare for a change in the activity.

During the day, staff use their daily interactions with children to observe and then plan experiences that reflect the children’s interests. Staff are allotted time to plan activities and get materials ready for the children. Both planned and spontaneous activities are provided for the children at our center. Children are encouraged to actively be a part getting organized for an activity. Staff are purposeful and intentional had have specific goals in mind for the children participating

By offering a variety of planned and spontaneous play experiences throughout the day, children are given time to investigate their environment which they live and recognize similarities and differences amongst each other. Living in a community with quarries provides children opportunities to explore their surroundings, learn about the past though fossils hunts, and discover different wildlife. Staff utilize our outdoor space as much as possible though out the day as it is a huge part of our program regardless of weather, which makes our program unique. Staff incorporates the weather into our program and make the best of most situations, which in turn encourages children to enjoy their surroundings. Throughout the year we ask families to bring in photos, or materials for their children to share with their friends. This provides them with an opportunity to talk about things that are important to them and share new experiences with their friends. Staff then incorporates ideas that the children share into the daily experiences.

Through the experiences we provide, we promote friendships, which helps children develop their social skills and communication skills. Our play-based environment encourages exploration, and investigating. Children can use the opportunities given them to enhance their creativity, and develop their sensory skills as well as their problem solving skills. Play promotes children’s learning development and it is our role as early childhood educators to provide all children with opportunities to learn while having fun and to grow.

**Registration**

Children must be registered with Stony Mountain Child Care Center Co-Op in order to use the facility. Registration includes agreeing to the Center’s policies and co-op by-laws. There is a non-refundable membership fee of $5.00 per child per billing period as well as a 1 time fee of $200.00 to secure your space. The $200.00 fee will be applied to your first bill. This payment must be paid in full at the time of registration or your child will not be guaranteed his/her space. Children must be reenrolled by May of each year to secure your child’s space. Your bill must be paid in full to enroll for the next program (summer or fall).

A child’s day will not exceed 10 hours while enrolled in the program unless approved by the center and arrangements have been made. Children’s hours will be determined upon availability of space at the center. However, if your child is absent you will be charged. There is an increased rate for a child that attends 10 hours plus per day.

Fees are calculated every four weeks with a due date on the second Wednesday of the billing period. Please no Cash. All fees are to be paid by cheque, made payable to Stony Mountain Child Care Center Co-Op or

e-transfer to smccc@hotmail.ca**.** If the bank returns two cheques NSF, payment may only be made by

e-transferr or certified cheque. There is a $25.00 charge for a NSF cheque.. Income tax receipts for total fees paid will be issued in February each year. There will be a $10.00 charge to reissue this receipt.

Fees are prepaid for each four-week billing period by one cheque or several post-dated cheques, regardless of any absence. Please keep fee payments separate from any other costs that may occur throughout the year. Fees must be paid in full in order for your child to be enrolled in the next program (September to June) or (July to August). Fees are regulated by the Provincial Government. Infant fees (6 weeks to 2 years) are $30.00, Preschool (2 years plus for a full day) is $20.80 per day. School age fees are $6.15 for one session and $8.60 for both morning and after.

It is the parents/guardians responsibility to ensure that their child’s information is updated often for emergency purposes. In the event of an evacuation, children need to be picked up immediately to ensure safety. Families need to be contacted quickly and the center needs to have accurate numbers.

**Subsidy**

Government subsidy is available for eligible families. Parents are assessed based on their income and their need for subsidy. To speed up your approval, please be sure to attach pay stubs, EI stubs and relevant assessments with your application for subsidy. Parents are responsible to renew their own subsidy. If parents do not return these forms in time, subsidy is terminated and parents will be responsible for the entire fee until they receive a decision form. If you have received approval for subsidy, you will still be responsible for paying any additional costs not covered by the Government. It is your responsibility to report to subsidy any changes in your financial situation and/or reasons for childcare. Failure to do so may result in your being responsible for paying back fees that subsidy has paid to Stony Mountain Child Care on your behalf. Please note that bills will be issued in the name of the subsidy applicant only. All receipts will be made to the payee.

**License**

Our Centre is licensed by Child Care Office for

- 16 infants (6 weeks – 2 years)

- 60 preschool (2- 5 years)

- 30 School age (6 – 12 years)

We cannot exceed this license, unless the Child Care Program has granted an exemption.

**Hours and Late Fees**

Daycare Session(Monday to Friday) Full Sessions

September to June - 7:00 am- 5:00 School age and Junior K

 7:00 am- 5:15 Pm Infant and Preschool

Hours for the summer and fall programs will be surveyed each year and will be determined by the majority of parent’s needs. Center’s hours of operation for the fall and summer session will be determined in April, by the enrollment forms of parents in the program. Children’s hours at the center will be determined by availability of space and staffing.

Please note that there will be a $15.00 late fee charge for every 15 minutes after closing time. This late fee also applies to subsidy parents. The center will phone your alternate contacts to pick up your child at closing time. If no one has arrived by 6:00, Child and Family Services will be contacted. After the first offense, you will receive a written warning and be charged accordingly. The second offense you will receive a final written warning and charged the late fees. After the third offense your family will be removed from the program.

**Storm Closure**

When Interlake School Division #21 is closed due to inclement weather, the Center will also be closed. Fees for that day will be credited to your account. Please note that it is your responsibility to listen to the radio for divisional school closure announcements. We will post on the community Facebook Page as well as send a message out to parents. In the case of an in-service or Christmas break, the Child Care Centre will close if there are severe storm conditions. Please call the Child Care Center if you are unsure (the message on the answering machine will be updated when necessary). Closures will be announced on 680 am CJOB.

If the Interlake School Division closes for weather -45, the infant and preschool centers only will remain open. We will be able to accommodate infant and preschool children only. Kindergarten children and school age children requiring care will be placed on a waiting list for any cancellations. Priority will be given to children with preschool siblings.

**Emergencies**

In the event that the children need to be evacuated from the center for emergency purposes, we will go to our designated place of shelter. In the event of an evacuation at the infant and toddler centers, we will go to the preschool and school age centers which is located at 81 School Road. The preschool and school age center will go to the infant and toddler location at 149 School Road. Once a year the children and staff will practice an evacuation to the designated place of shelter away from the center. If the duration of time if expected to be longer than an hour, parents will be called to pick up their children.

If an inmate escapes from the Stony Mountain Penitentiary, all doors will remain locked and only opened when authorities have notified that it is safe to do so, except to release individual children to their parents. If a child is seriously injured, he/she will be transported by ambulance to a hospital at the discretion of the ambulance attendant(s). Any costs incurred will be the parent’s responsibility.

**Child and Staff Ratio**

In accordance with the Provincial Child Care Regulations, our child-to-staff ratios are as follows:

* 6 weeks - 24 months 1 staff member per 4 children
* 2 - 5 years 1 staff member per 8 children
* 4 - 5 years 1 staff member per 9 children
* 6 – 12 years 1 staff member per 15 children

Two-thirds of our weekly staff core hours must be staff that have achieved their Early Childhood Educator Levels II or III (professional training) with all staff having up-to-date Emergency First Aid and CPR training. Each Early Childhood Educator/Childcare Assistant must also complete an Investigation Authorization and a Child Abuse Registry Check upon employment and 12 hours of professional development yearly. All Childcare Assistants have completed a 40 hour Early Childhood Education course within one year of employment.

These are the minimum standards and we exceed them whenever possible. We try to keep an enhanced ratio.

**Staff Shortages**

Under the new Wellness policy and guidelines set by Manitoba Health, there may be a time when our center cannot meet the child/staff ratio in a program. Meeting the child/staff ratio for each program has to be our main priority to ensure that our center stays operational and meets all regulations.

In the event of a staff shortage, the center will be looking at the following options.

1. Scheduling staff to other programs when possible
2. Extending the hours of part time staff to cover
3. Shortening hours to limit the number of staff required.
4. Limiting the number of children attending by asking the parents that can make alternate arrangements for their child and opt out of the day with a credit applied to their account.

We know that circumstances change daily, and understand that even if a family volunteers, the day may not work for them due to family situations

1. Closing the program affected by the shortage with a credit applies to their account

It is imperative that our Wellness Policy is followed to lessen the chances of us having to make changes in a program. It could take as little as two staff being ill to change how our program will function and remain that way till we are able to meet the child/staff ratios. With staff absences, we may not know till the very last minute and these decisions may occur quite quickly with no notice. Families will be contacted via email, text or our other communication programs as soon as it is determined that changes to the program need to occur.

**Infant Program Outline**

At any time the infant schedule is changed to meet the needs of the individual child. If a child requires more then one nap we will accommodate the child.

7:00 am – 9:15 am Children are arriving at different times. The children are free to play in any areas that they would like to participate in. There are a variety of educational toys, building blocks, dramatic play, puzzles and books.

Come and Go Snack Time (7:00- 9:15**)** - A *nutritious* snack is provided by the parent, which should include at least three of the four basic food groups. Please ensure that your child has a cup with a lid that can stay at the center.

9:15 am – 11:30 am Creative Art Experiences will be offered to encourage the exploration, imagination, fine motor skills, co-operation and self-expression.

Circle Activities is a spontaneous small organized group times where songs and stories are facilitated by an Early Childhood Educator based on the children’s interests and their changing environment. These are age appropriate learning experiences.

Outdoor Play – Weather permitting, playground, walks in our buggie or to a near by park. During the spring, summer and fall months we spend a lot of time outside and often do the art and circle activities outdoors.

11:30 am – 12:00 pm Lunch is provided by the parent, preferably consisting of all four food groups. Milk is provided by the center. Please note that we are a nut and fish free center, please do not send any type of fish or any food that contains nuts.

12:00 pm – 1:00 pm Quiet Time (Lights Out) Children aged 6 weeks – 18 months sleep in cribs. Children 18 – 24 months sleep on cots. You can bring a blanket and a soft toy to keep at the center.

1:00 pm – 3:00 pm Free Play

2:00 pm – 3:00 pm Come and Go snack, Creative Art Experiences, Circle Activities Outdoor Play – Weather permitting.

3:00 – 5:15 – Free choice of activities and group activities. Daily activities are winding down and children are being picked up at a variety of times. At 5:15 the Center is closed for another day.

We do spend a lot of our time outdoors. The weather would have to be extreme for us not to go out.

Please ensure your child is dressed for the weather to have a successful day and enjoyable day.

**Preschool Program Outline**

7:00 am – 9:15 am Children are arriving at different times. The children are free to play in any areas that they would like to participate in. There is a variety of educational toys, building blocks, science activities, dramatic play, puzzle solving and reading books.

Creative Art Experiences will be offered to encourage the exploration of media, imagination, fine motor skills, co-operation and self expression.

Circle Activities is an organized group time is where songs, discussions and stories are facilitated by an Early Childhood Educator based on the children’s interests and their changing environment. These are age appropriate learning experiences.

9:15 am – 9:45 am Clean up and snack

 9:45- 11:20 Outdoor Play – Weather permitting, playground, nature hike or a near by park. During the spring, summer and fall months we spend a lot of time outside and often do the art and circle activities outdoors

11:20 am – 12:00 pm Lunch is provided by the parent, preferably consisting of all four food groups. Milk is provided by the center. Please note that we are a nut and fish free center, please do not send any type of fish or any food that contains nuts.

12:00 pm – 1:00 pm Quiet Time (Lights Out) Children have a quiet time on cots. ECE’s provide books, puzzles and small manipulative toys for the children who do not sleep to play with.

1:00 pm – 3:00 pm Free Play Creative Art Experiences, Circle Activities

 Outdoor Play – Weather permitting

2:00 pm – 2:30 pm Snack

2:30 – 5:15 – Free choice of activities and group activities or Outdoor Play. Daily activities are winding down and children are being picked up at a variety of times. At 5:15 the Center is closed for another day.

We do spend a lot of our time outdoors. The weather would have to be extreme for us not to go out.

Please ensure your child is dressed for the weather to have a successful day and enjoyable day.

**School Age Program Outline- School**

7:00 – 8:30 AM –all activity areas are open to children when they arrive. These include art area, lego/knex area, Polly Pockets/Barbie area, library/puzzle area, wii, computer area, dramatic play area, board games and cards. . Please have your child eat breakfast at home when possible. At approximately 8:30 children will be escorted to the school playground.

3:35 – 5:30- Children will meet the ECE at the designated meeting area (presently the school playground) where they will be walked back to the school age center and have the opportunity to have a snack, participate in any of the activity areas or complete their homework. Children may participate in outdoor play at the childcare center or remain in the schoolyard to play. Hours of operation are based on enrollment forms and subject to change.

**School Age Program Outline- In-services and School Breaks**

7:00-9:00 Free Play

9:00am-9:30 am Clean up and snack

9:30am -11:30 am-outdoor play

11:30-12:30pm-lunch and clean up

12:30-2:30pm-all learning centers available

2:30-3:00pm-snack, clean up

3:00- 5:00 Free play

**Missing Child Policy – School Age Program**

If a child is scheduled to attend an after school session and is not present at the designated meeting place within 5 minutes of school dismissal, the following procedure will be implemented:

1. The ECE on duty will contact the Elementary School secretary and she will page the child via school intercom system requesting that they proceed to the meeting place immediately. Within an additional 2 minutes the child will be paged again.
2. If the child has not come to the staff within 2 minutes of the second page, the ECE will contact the child’s parent/guardian and notify him/her that their child has not come to the meeting place. It will be the parent/guardian’s responsibility to locate the child. A message will be left if staff cannot reach the parent.
3. If the parent/guardian is inaccessible, we will telephone the emergency contacts listed on your registration form. It will then become their responsibility to locate the child.

\*\*\*\*Please Note\*\*\*\*

School age center staff will not be responsible for locating missing children, they become our responsibility once they are signed in by the staff.

**Indirect Supervision of Children**

Staff will directly supervise children at all times except when they are using the washrooms. Children aged 10 or 11 may be granted permission to walk to and from the Daycare or to and from home upon written request from parents and at the discretion of the center staff.

**Program Areas**

These areas are available regularly and the items offered are sanitized and rotated often.

**SCIENCE** The exploration table changes based on the children’s interest. Here the children can explore a variety of materials, observe experiments, and display their art work

**SENSORY**

**PLAY TABLE** The sensory tables offers the children opportunities to explore a variety of materials such as water, sand, pebbles, rice, bubbles, “cornstarch magic”

**MUSIC CENTRE** The music center consists of a listening center where the children can listen to their own stories on CD through head phones on their own or with a small group. The center also has a variety of musical instruments that can be used during groups time activities.

**DAILY LIVING**

**CENTRE** The daily living center includes child-size furniture and equipment, as well as dress up clothes, purses, shoes, puppets, etc. This area is often complimented by a fire station, doctor’s office, grocery store, pet store or restaurant to give children an opportunity to play a variety of roles.

**MANIPULATIVE**

**PLAY AREA** There are a wide variety of materials to build with, put together, take apart, fill, empty, order and pretend with, ie. blocks, lego, marble game, dominoes, trucks, animals, etc.

**CREATIVE AREA** We supply many different mediums, as well as surfaces to work on. These materials can be used to draw, paint, sculpt, glue, decorate, make 3-dimensional figures and cut. Materials include paint, paper, glue, crayons, pencils, scissors, tape, stamps and play dough.

**PUZZLE/STORY**

**CORNER** We provide and rotate an assortment of books, puzzles, felt board pieces and cassette/story combinations. The children develop listening skills, letter and number awareness, eye/hand co-ordination, logical thinking as well as a love for books.

**LARGE MUSCLE** We provide plenty of large muscle activities, both indoors and out. The

 **PLAY** children are encouraged to climb, balance, swing, slide, get into or under, jump on or over, push, pull, ride on, kick, throw, aim and build.

Each day will consist of songs, art and other related activities that are selected based on the current interests, environment and events of the children. Please check your monthly calendars and newsletters for weekly events, ie. upcoming field trips, billing due dates, special holiday parties for children, special lunches, etc.

**Transportation Of Children**

Parents/Guardians are responsible for transporting their children to and from the Child Care Center. Please signyour child in or out whenenteringor leaving the Center. The sign-in sheet is always located near the front entrance.

Please acknowledge to a staff member that you are either dropping off or picking up your child.

If a person other than a parent or guardian is authorized, from time to time, to pick up your child, we must be notified in writing. Notification can be given on the registration form. No one under the age of 12 years will be authorized to pick up children from the facility. Please let a staff member know when someone other than the usual person is picking up your child. The person picking up will be asked to show ID. Please ensure that anyone picking up your child has approved car seats or car restraint. You may leave your child’s car seat at the center if need be.

If a staff member has reason to suspect that the parent/guardian picking up a child is under the influence of alcohol and/or drugs, staff will offer to make alternate arrangements to get the child and parent/guardian home. If this offer is refused, staff will be obligated to call the RCMP for the safety of the child.

**Snack/ Lunch**

A morning and afternoon snack, as well as lunch shall be provided by the parent for their own child. The Centre will provide water for each snack and lunch. Parents will be asked to provide sippy cups or water bottles that can stay at the center. To avoid conflict at snack and lunch time, our staff will promote healthy eating healthy food first, but if your child has a treat and wants it first, they will be allowed to have it. Please be sure to cut all of the round foods lengthwise, such as grapes and berries, wieners and carrots. Foods that are easily warmed in the microwave are welcome. Please send in a glass microwave safe container. We are trying to teach the children good eating habits, so please do not send softdrinks, chips, chocolate bars, candy or other junk food**.** Some good snack ideas are fresh fruit, veggies & dip, yogurt, muffins, cheese & crackers, applesauce and granola bars. We do allow birthday cakes as a special treat for children’s birthdays. Your child’s name must be clearly marked on ALL containers, lunch bags, etc. Please check the lost and found for unclaimed containers. Lost and found items will be disposed at the end of each month.

**Allergy Aware**

Please do not send any foods containing fish, peanuts, peanut butter tree nuts or foods that maycontain traces of nuts. Nuts are one of the most common food allergies and the leading cause of anaphylaxis (which may lead to death). The Childcare center will strive to provide an environment that minimizes the chance of nut exposure to all children. Please read package labels before sending food to Daycare to help us provide as safe an environment as possible for our children. Any foodsthat” contain nuts” or “may contain nuts” will be returned to you unopened. As required by the Ministers of Education, Training & Youth, Family Services & Housing, and Health, our facility has developed a child care policy for life threatening allergies. Anaphylaxis is a severe allergic reaction that can result in death due to airway obstruction or a severe drop in blood pressure. The policy has developed to ensure the safety of all children attending the facility. At the time of registration (andannually), all families will be asked to complete a medical questionnaire for their child. Once completed, the questionnaire will be assessed to determine the need to implement the Anaphylaxis Policy. A complete anaphylaxis policy will be provided upon request.

**Sleeping**

Children arriving at the center, if they are asleep, will be asked to be woken up by the parent or guardian dropping off. We will not accept a child sleeping in a car seat or carried in sleeping. In the event that they need to nap early we will accommodate after drop off.

All infant and preschool children must have appropriate bedding, such as a small blanket clearly marked with the child’s name. This blanket must be laundered weekly and returned with your child. The center provides individual sheets that are stored separately and washed each week. Infant children’s naps are based on the child’s individual needs. All preschool children will be required to have a rest period from 11:45 pm until 12:45 pm. Children who have fallen asleep will awake on their own accord, unless otherwise advised by a parent, in writing. Children that do not nap will participate in quiet activities during this time.

**Clothing**

Please dress your child according to the weather, as outdoor activity is a large part of our program. Rubber

soled shoes or runners are required *at all times* (no black soles please since they mark up our floor!). All children are required to have one or more complete changes of clothing in a bag clearly marked with your child’s name brought with them daily.

Our Preschool and Infant programs are equipped with diapering facilities that meet the requirements of the health authorities; therefore children do not need to be toilet trained. Parents of children requiring diapers must maintain a supply of disposable diapers and disposable wipes, and any necessary creams that are to be labelled for their child. Please note that the correct anatomical names for body parts will be used, when appropriate.

**Outdoor Play**

We go outside every day, unless the weather is inclement and even then if it’s a little rainy or snowy we will be out their enjoying what is given to us During the winter months, if the temperature with the windchill is -25°C or colder, the children will remain indoors. Since the children go outside every day, it is the parent’s responsibility to ensure that their child is dressed appropriately. This includes boots, ski pants, hats, an extra change of clothes, as well as an appropriate sun hat, during the summer months. A child can make the most of their time outside if they are prepared for the weather.

**Revised Wellness Policy November 2020**

Under the new health guidelines and directives from the Manitoba Early Learning Program and Manitoba Health, we have had to revise our current health policy to meet the current health protocols. These will be in effect while we are in Code Red and will be revisited if the levels changes. Masks are required by all visitors to our programs.

***If you/ child/ or anyone at home has any one of the following symptoms, your child must remain away from the center***

* Fever/chills > 38\*C or higher
* Cough
* Shortness of breath
* Sore throat / hoarse voice
* Shortness of Breath
* Vomiting or diarrhea
* Poor feeding if an infant
* A general feeling of unwell

*Or do you, or any one in your household , have a new onset, or worsening of any TWO of the following symptoms?*

* Runny nose
* Nasal congestion
* Muscle aches
* Fatique
* Conjunctivitis – Pink Eye ( must be treated for 24 hours before returning)
* Headache
* Skin rash
* Nausea or loss of appetite

If you have answered yes to any one of category A or two from category B, the child is considered symptomatic and should isolate from others immediately. Contact Health Links or take the online screening tool. Under our new guidelines, **if symptoms persist more than 24** **hours**, they child must remain away from the center for **10 days**, or receive a **negative Covid** **test result**. The child may return after the 10 days or a negative test result, if they are symptom free for 24 hours without the aid of fever reducing medication.

If you are **awaiting the results from a Covid test**, it is recommended that the family all isolate while waiting for results. The child can return once a negative test is acquired and symptom free for 24 hours.

In the event your child becomes ill and the caregiver has had to call you to make arrangements for pickup, it is expected that the person coming arrives within 45 min after the staff have called. Any siblings will have to leave as well.

If you have received a call to pick up your child, they will need to remain away for the center for 24 hours. If symptoms persist they will need to follow the above policy and remain out for the 10 days or negative test result. They will not be accepted in the program the next day.

We assess the children in our care, by general participation in the day to day activities, such as free play, outdoor play, routines etc. If a child looks generally unwell, or there is a change to their normal behavior, we will check the child’s temperature.

We need all of our families cooperation with this. Screening is our greatest tool in helping keep everyone safe. While our goal is remain operational, our greatest concern is doing everything we can to ensure the safety and well-being of the families in our care and of our educators. If our educators get ill, it could mean the closure of programs and disruption of care for families.

Regular fees will still apply. In the event that the program closes because of staff shortage or increase illness in the center, parents of that program, will be credited for the days. **Parents must be prepared and have alternate arrangements for care in the event of staff shortage and programs closing early or programs closing entirely until staff to child ratios can be met.**

These policies are put in place to ensure that the overall health and safety of all the families and educators is taken into consideration with as little interruption to the care for the other families in our program.

Failure to adhere to these policies could result in a discontinuation of services provided by the Stony Mountain Child Care Center. These policies are created from the Coronavirus Early Learning and Child Care Practice Guidance and adapted to meet the needs of our center.

We realize that illness can be a hardship on families so please ensure that you have a back-up plan in case your child is ill.

**Medication**

Prescription medicine will be administered only when a medical slip is filled out by a parent at the Center. Childcare staff will not administer over the counter medication such as Tylenol or cough syrup to a sick child. All prescription meds must be in the original container. The staff are able to give teething infants over the counter meds.

It is advisable to ask your pharmacist to put medicine in two bottles, properly labeled, so that one may be left at the Center for the duration of the prescription.

**Holidays**

Stony Mountain Child Care Center Co-Op Inc. will be closed for all statutory holidays. Regular fees will be charged if your child regularly attends on this day. The Center will be closed on the following days:

New Year’s Day Labour Day

Good Friday Louie Riel Day

Easter Monday(inLieu) Thanksgiving Day

Victoria Day Remembrance Day

Canada Day Christmas Day

 Terry Fox Day Boxing Day

Survey forms will be used to determine the needs of the general membership during the Christmas break, Spring break and Elementary school inservice days. It is important to return the survey forms to the Center by a minimum of four weeks prior to the holiday. At least two weeks notice will be given if the Center is closed. The Board of Directors has the right to close the Center if less than six children need full-time care.

**Child Abuse**

*The Daycare Standards Act* states that we, as Early Childhood Educators, are required to report suspicions of any type of child abuse or neglect to the appropriate authorities. We are more than willing to help you with any difficulties you are having, but our first responsibility is to the children. If we have any concerns or doubts, we will report it to the appropriate authorities and allow professionals in the field of family services to take over the situation.

**Concerns /Complaints**

Concerns may be brought up with the center directors but under no circumstances will verbal abuse or threatening behavior be tolerated. You may refer your concerns to the center Director, either in person, in writing or by telephone. All concerns are important to us and we will do our best to handle every situation that arises. If you are still not satisfied with how a situation was handled, you may present your concern, in writing only, to the President of our Board of Directors, and it will be addressed at our next Board meeting. Please note that the directors are sometimes counted in ratio with the children and may not be available to discuss the situation and a specific time may be given when the directors are available upon request.

**Board Of Directors**

The Board of Directors is the policy maker of our Child Care Center. Important issues are discussed and voted on at each monthly meeting. Due to the fact that we are a “co-operative”, the Board must consist of a minimum of five Directors, max of 8. each holding a specific office and vote, excluding the President.

Persons elected on the Board must be members of Stony Mountain Child Care Center Co-Op Inc. Members may consist of parents using our Center as well as interested individuals of the community. Each member must register and hold a valid membership.

There shall be at least one General Meeting of the membership per year of the membership. It is important that each family registered with Stony Mountain Child Care Center Co-Op Inc. be in attendance for this meeting. Attending this meeting is one of the responsibilities of being a member of our cooperative.

The Board of Directors will meet once each month in the home at the Center. We normally do not meet during the summer months. A minimum of 10 meetings are regular annually. A general member is welcome to attend with prior permission from the President.

Policies can be amended at any Board meeting.

**Parent Involvement**

Stony Mountain Child Care Center is a co-operative and we rely on the support for our members. Being registered with Stony Mountain Child Care Center means that throughout the year parents will be called upon to support our various fundraising activities and volunteer their time with our main fundraising events and the annual general meeting and other events including the center.

**Behavior Management**

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

***GUIDELINE*** - Physical punishment includes striking a child, either directly or with an object, shaking, shoving or spanking. It also includes forcing a child to repeat physical movements, force-feeding or any other action carried out which results in physical injury to the child.

Verbal or emotional abuse includes any harsh, belittling or degrading response by an adult in the Centre, which would humiliate or undermine a child’s self-respect. The denial of physical necessities includes normal comforts such as shelter, clothing, food, bedding or toileting

Since the safety of our children is our primary concern, the following behavior management policies will be followed for any aggressive behaviors.( ie. Biting,hitting, etc)

 • positive guidance is always used, (reminding the children what they are to do)

• if a child is hurting another child, child will be redirected with no attention

• quiet time in supervised area (eg. On couch)

• staff will work with family to explore strategies for supporting the child, this may include seeking

 assistance from appropriate agencies

• if several incidents have occurred in one day and staff are unable to control the situation, the parent

 will be to pick up their child for the remainder of the day

• if problems continue or parent’s refusal for assistance, then the child will be withdrawn from the center

• the child may be allowed to re-enter the program at a later date after consultation with the director, provided the child’s space is still available

Stony Mountain Child Care Center does reserve the right to ask that a child be immediately withdrawn if it is believed the child’s behaviors are extreme and effecting the other children and the center’s program.

**Withdrawal and Termination**

Two weeks’ written notice must be given before you withdraw your child from the Center. If two weeks notice is not given, Stony Mountain Child Care Center reserves the right to charge two weeks in lieu of notice.

The Center has the right to terminate services from our facility for the following reasons:

1. **Overdue Account**(s)- Child Care fees must be paid by each month’s due date. A 2% interest charge will be applied the day after the due date. If payment has not been received in full by the end of the billing period, your child will be withdrawn from the daycare. Once your account is paid in full, your child’s name may be placed on our waiting list for an available space.

2. **Behavioral Problems**- As outlined in the behavior management policy

3. **Persistent late pick-up** without notice to the center

4. **Verbal or Threatening behavior** from parents towards center staff or violations to the Code of Conduct.

5. **Misuse of Technology –** Using any social media means to express your concerns with the center as per

 Code Of Conduct

**Custody Orders**

In order to abide by any and all court documentation verifying custody of child(ren) by a specific parent and/or guardian, Stony Mountain Child Care Center Co-Op Inc. must have a signed, original copy of any court order in blue ink confirming the person with whom your child(ren) are allowed to leave the Center or with whom your child(ren) may visit during their time at the Center.

**Privacy Protection**

Stony Mountain Child Care Center Co-op has agreed to comply with the new legal obligations by the federal government’s Personal Information Protection and Electronic Documents Act (PIPEDA) regarding the collection, use and disclosure of personal information in commercial activities. Our Privacy Protection Pledge outlines the purpose for which Stony Mountain Child Care Center Co-op collects personal information. It also ensures that Stony Mountain Child Care Center Co-op has the consent of the parent/guardian to collect, use and disclose this personal information for these purposes. Stony Mountain Child Care Center Co-op has also developed a Privacy Policy, which is posted on the parent bulletin board for your review. Our Privacy Policy specifies and describes the principles and guidelines our center adopted for the collection, use, disclosure and retention of personal information.

Any information regarding your family or child will remain confidential at the center and will not be shared.

**First day**

1. Registration Forms signed and returned.
2. Bag of extra clothing (underwear, socks, pants, T-shirt), LABELLED**\***
3. Bag of diapers, container of wipes, plastic change pad. LABELLED**\* if required**
4. Small blanket for rest time to be taken home and laundered weekly**\* if reguired for napping**
5. Lunchkit with enough nutritious food for 2 snacks and 1 lunch (no candy, chocolate bars or soft drinks, please) with a water bottle or cup to be left at the center.
6. Running shoes (no black soles, please). These can be left at the Daycare.

Please note: Although we do allow one small snuggly toy for naptime, if your child naps, toys from home are not to be brought to the Centre. They cause situations with the children and if they become lost, staff do not have the time to look for these item.

**Pandemic Polcies**

**Guidelines For Parents Arrival and Departure**

**Prior to arrival parents will** Check Children’s temperature daily.

Normal temperatures are Mouth 36.5-37.5C ( 95.9-99.5)

 Underarm 36.5- 37.5C (97.7- 99.5F)

 Ear (not recommended infant) 35.8-38F (96.4-100.4f)

**Upon Arrival Parents will:**

1) Ensure that when approaching the center there is no other family at the door. We will only accept one family at a time.

2) Meet the staff outside the center or within the door

3) Answer the caregiver’s health questionnaire

4) Relate any info that is relevant to the child

5) Say your goodbyes to the child and have a great day

6) We ask that families limit their drop off people to limit contact with the center

**Upon Pick up, Parents will:**

1) Call the center to let us know you are in the parking lot ( infant and preschool)

2) Wait if another family is at the door to allow for social distancing

3) Give the staff a few minutes to get your child ready for home

4) Meet the staff at the door and hug your child. They have had a great day.

5) Limit your pick up person to one or two to limit exposure to the center

During this time, all we will not be accepting children’s toys from home. All blankets needed for nap are to stay at the center. We will be sending blankets home weekly.

Warm ups will be warmed up in the container provided. We will not be using center dishes for warm ups. We will have disposable utensils for the children to use. Please remember your water bottle and other beverage for your child.

In the event your child is sick and the caregiver has had to call you to make arrangements for pickup it is expected that the person coming arrives within 45 min after the staff have called.

If you have received a call to pick up your child, they will need to be away according to the health guidelines in these policies without the assistance of medication. .

Stony Mountain Child Care

Code of Conduct

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| CODE OF CONDUCT  |
| The following people are expected to behave in a respectful manner and comply with this code of conduct: **-** management and staff members**-** children **-** parents/guardians of children enrolled**-** all others involved with our centre  |
| Guiding Principles for Appropriate Behaviour |
| **Be Respectful**We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.**Be Safe**We work and play safely to help keep ourselves and others from getting hurt.**Be Cooperative**We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.**Be Supportive of Learning**We learn to the best of our abilities and support the learning of others. |

**Developmental Capabilities of Children**

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

**Appropriate Use of E-mail, Electronic Devices and Internet Policies**

**Children, staff and all others using our child care centre’s computer and electronic devices must:**

* respect and protect the privacy of others
* respect and protect the integrity of all electronic resources
* respect and protect the intellectual property (the ideas, creations and copyrights) of others
* communicate in a respectful manner
* report threatening or inappropriate material

**Inappropriate use includes:**

* intentionally accessing, transmitting, copying, or creating material that:
* violates the confidentiality of children, parents, staff or the centre
* violates the centre’s code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
* is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
* using the technological resources for personal use without the centre’s permission

**Supervision and Monitoring**

Authorized employees of the centre 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.

**Staff members’ use of cell phones and other personal electronic devices**

* Staff make sure that anyone who may need to contact them during working hours knows to call the centre’s phone number.
* If staff take a personal cell phone for safety purposes on outings with children, it is only used for emergency contact with the centre or a child’s parents.
* If staff use a personal cell phone or other device to photograph or videotape children (with permission of the centre and parents), the data is downloaded onto the centre’s computer and deleted from their phone or device.
* Information about children, parents, staff and the centre (including photos or videos) is not to be posted on:
* a staff member’s personal web space
* social networking web sites (for example, blogs, MySpace, Facebook, etc.)
* Staff may use personal cell phones as a camera, for music or as an educational toolpublic networking or file sharing sites (like YouTube, etc.)
* any other type of Internet website
* Staff do not accept center children as “friends” or “buddies” when using social networking sites such as Facebook or MSN.

### Unacceptable Behaviours

The following behaviours by children, staff, arents and others involved in our centre are unacceptable:

**-** all forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive

**-** use of social media to voice complaints or concerns regarding the centre, staff or our programs

**-** harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome

**-** all forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise

**-** discrimination against any person or group because of their race, color, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability

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

**Proactive Strategies**

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

- having realistic and developmentally appropriate expectations for behaviour

- setting up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour

- planning a program based on children’s interests and developmental needs

- establishing consistent yet flexible schedules and routines that help children gain trust, security and self control

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

- developing positive relationships, including making time to talk and listen

- establishing clear, consistent, simple limits

- stating limits in a positive way and periodically reminding people

- providing explanations for limits

- working together to solve problems

- modelling and encouraging appropriate behaviour

**Consequences for Inappropriate Behaiour**

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

- reminding people of expectations and limits

- using a respectful approach to explain why a behaviour is inappropriate and what behaviour is expected

- talking only about the behaviour, not labelling the person

- responding sympathetically and acknowledging feelings

- establishing natural, logical consequences

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

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

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

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

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

- accessing outside resources for help, such as:

> a behaviour specialist or other professionals to help staff understand and reduce a child’s inappropriate behaviour

> child and family services to access parenting supports

> mediation services to resolve conflicts between adults

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

> the police to assist with threatening behaviour

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

 - suspending or dismissing a staff member

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

- in the case of a visitor not allowing the person to return to the centre

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

Completing and Returning the registration forms indicated that you have read the Parent Policies for Stony Mountain Child Care center and agree to adhere to them .

WELCOME TO OUR PROGRAM