

**MUNROE EARLY CHILDHOOD EDUCATION CENTRE**

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**SCHOOL-AGE PARENT POLICY AND HANDBOOK**

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**George V  
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Wpg, Mb R2I 1V2  
204-479-0505**

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## **Confidentiality**

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

We do not release any information in your child's file except with your written consent. Further, we respect your child's privacy and therefore do not allow the children to be photographed by persons outside the Centre without prior permission. We do not allow casual visitors to assess or test the children. If such a case presents itself, notices are sent out to the parents and specific permission is required. Throughout the year it is possible that students are placed here as part of their practicum and are under the strict supervision of our staff. These students may be required to record observations of a child as part of their course. Such observations are used only by their supervisors as a toll of their assessment of the students. Where this is the case, prior consent is not requested. Your child's anonymity is guaranteed.

## **Vision**

To work together towards quality Child Care.

## **Philosophy**

Munroe Early Childhood Education Centre Inc. (School Age), believe that children have the right, and the need to develop physically, emotionally, intellectually, and socially in a warm and nurturing environment to become self reliant, happy individuals with a strong and positive self image.

We give each child the freedom to grow to his or her fullest individual potential and encourage children to express their feelings, ideas and imagination freely.

We recognize the importance for children to have positive self-concepts and strive to foster the development of positive attitudes, having respect for self and others, regardless of economics, cultural or ethnic background.

## **Mission Statement**

The Mission of Munroe ECEC School Age Program is to provide a safe and developmentally appropriate environment for school age children. We will enrich the care children receive by meeting each child's individual need. We will also encourage the children to develop a positive home, daycare, school and community relationship.

## **Goals**

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

- A wide variety of experiences in a balanced environment
- A warm, safe, healthy and nurturing environment
- Individual attention
- A stable routine with consistent discipline based on children's needs
- Well equipped programs with the flexibility to meet diverse needs
- Modeling and coaching appropriate problem solving skills
- Developmentally appropriate limits and expectations
- Regular observations and assessments of children's development
- Stimulating programming based on emergent curriculum that responds to children's needs and interests
- Apply quality assurance tools and rating scales with a focus on continually improving quality of care
- Model, teach and promote life skills and healthy lifestyles
- Providing well trained, professional, loving ECE's

## **Professional Code of Ethics**

*As endorsed by the Canadian Child Care Federation*

The code of professional ethics shall apply to all trained Early Childhood Educators employed in Child Care Centres whether their position is that of educator, supervisor or director in the Province of Manitoba.

## **Commitment**

As an educator of young children in their most formative years, I, to the best of my intent and ability, shall devote myself to the following commitments and act to support them.

## **The Principles of the Code**

Child care practitioners promote health and well-being of all children.

Child care practitioners enable children to participate to their full potential in environments carefully planned to serve individual needs and to facilitate the child's progress in the social, emotional, physical and cognitive areas of development.

Child care practitioners demonstrate caring for all children in all aspects of their practice.

Child care practitioners work in partnership with parents, recognising that parents have primary responsibility for the care of their children, valuing their commitment to the children and supporting them in meeting their responsibilities to their children.

Child care practitioners work in partnership with colleagues and other service providers in the community to support the well-being of children and their families.

Child care practitioners work in ways that enhance human dignity in trusting, caring and co-operative relationships that respect the worth and uniqueness of the individual.

Child care practitioners pursue, on an ongoing basis, the knowledge, skills and self-awareness needed to be professionally competent.

Child care practitioners demonstrate integrity in all of their professional relationships.

## Organizational Chart

The Board of Directors  
Director  
Assistant Director  
Staff Supervisor  
Staff

## Employee

Locations are staffed with Early Childhood Educators (E.C.E.'s) with post secondary education in Early Childhood Education, as well as Child Care Assistants and support staff. All staff are trained in First Aid and CPR and have been screened by the Winnipeg Police Service and Child Abuse Registry before beginning employment. Employees are never left alone with children until a clearance check is received. Professional development is encouraged and staff frequently attend workshops and conferences to upgrade and keep current in the Early Childhood Education field.

Occasionally, staff will rotate between sites in order to balance the needs of the children and meet licensing requirements. Where possible, staff will maintain a consistent schedule to allow for a smoother arrival and departure of each child.

The Centre also encourages the assistance of volunteers and provides a source of Work Experience for students from Red River College; these persons are vital components of our program. This has proven to be a beneficial experience for the children, the students and the volunteers. In the interest of providing a safe environment for children, students and staff, a minimum of two staff will attend a room during the time a student is present.

## **Child: Staff Ratios**

We always maintain at least the government regulations for staff: child ratios as follows: 1:15 school age.

## **Supervision and Indirect Supervision**

As a means of recognising the independence of SCHOOL AGE children, children are permitted to leave the Centre main room alone to use washrooms. At times we may allow increased freedom and independence for some of the children who demonstrate responsibility by allowing the children to play independently in a hall or close room. The children are always be checked on periodically by an ECE.

The Centre children are permitted to join in extra-curricular activities after school such as patrol duty or basketball. The children must inform the Centre staff each day of where they will be and for how long. Failure to inform the Centre staff will result in the children being removed from that particular extra curricular activity.

Children will not be allowed to have friends hang out at the Centre unless they are fee payers.

## **Registration Process**

### **Centre Operation**

We are a government subsidised, non-profit Child Care facility. We have a licence to occupy:

- Kent Road School Address: 6-361 Kent Rd. / Phone: 654-4377
- George V School...Address: 265 Grey Street. / Phone: 479-1398
- Red River Valley Junior Academy Address: 56 Grey Street. / Phone 479-0505

To attend:

- Children must be six years of age and over and can attend until the day of their 13<sup>th</sup> birthday.
- Be attending a school from grades 1 through 6.
- Parents/guardians must supply medical numbers, personal identification number and complete the enrolment forms.
- Full time before and after school spots will be considered before half time spots.
- Children who move into half time spots may be asked to leave depending on enrolment numbers.

Priority will be given to:

- siblings of children that attend the Munroe ECEC Pre-school Centre.
- children who attend the school where the program is located.
- children who have previously attended the Centre.

**\*Parents must attend the Annual Board Meeting.**

## **Inclusion**

We offer an inclusive program that provides supports to children of varying strengths. When there is an indication from the parent or an outside agency, or when it is observed by our staff that the child may show concerns, with the parents permission, a team meeting will be arranged to ensure that the Centre is meeting the child's needs.

Before any child is admitted to the Centre, the parent is required to:

- visit the Centre with their child,
- read the Parent Policy,
- complete and sign all necessary forms
- pay the Centre fee

## **Withdrawal Procedure**

Two weeks written notice of withdrawal is required. Parents must submit in writing a letter stating last day of attendance. In the event two weeks notice is not provided, parents will be responsible for paying for the days to fulfill the two-week policy requirements.

## **Fees**

1 session-----\$ 5.85 per day (attending either before or after school).

2 sessions-----\$ 8.00 per day (attending both before and after school).

Full in-service day- \$18.80 per day

Children attending for more than 10 hours a day will be subject to an extra fee:

Subsidized child- additional charge of \$3.60

Non Subsidized child- additional charge of \$5.80

**All parents/guardians, who want to make CASH payments, must make their payments at Room 6- 361 Kent Road.**

**We accept *cash*, cheque, or money order at our Kent Road location.**

**We accept cheque and money order only, at our George V and Red River Valley Junior Academy location (no cash will be accepted at these locations).**

Manitoba Child Care Program reviews all fees periodically. We are committed to provide a quality program; therefore we charge the unsubsidized portion per day that is permitted by the Manitoba Child Care Program.

Children attending more than 10 hours per day may be subject to an additional half-day fee.

We make every attempt to issue invoices one week before the billing period.

Fees are due at the beginning of the billing period whether or not you have received your invoice. Parents are required to pay by the due date indicated on the billing fee. If any unforeseen circumstance arises, please notify the Director immediately.

**When fees become past due, Childcare for your child will be suspended immediately until the fees are paid in full. NO EXCEPTIONS.**

There is a \$20.00 charge for NSF cheques. **If a NSF cheque is received...all future payments must be made by certified cheque, cash or money order ONLY.**

\*Receipts will be issued for income tax purposes at the end of the year. There may be a charge for this service. All fee receipts are available at the child's Centre approximately a week after payment is made. These are put away and you need to ask staff for them.

## **Subsidy**

Families who are unable to meet the full cost of care may apply for financial assistance through Manitoba Child Care Program. Applications are available at each site and may be accessed through the Internet at:

[www.gov.mb.ca/childcare](http://www.gov.mb.ca/childcare) and follow the links to subsidy application.

Subsidy applications must be submitted to Manitoba Child Care Program before children are enrolled. It is imperative that Manitoba Child Care Program is

informed immediately of any changes in reason for day care, address or employer changes, etc.

Manitoba Child Care Program determines the subsidized amount according to a sliding fee schedule. Please contact the subsidy clerk identified on your decision form if you have any questions regarding your subsidy.

Please read your Subsidy Approval from Manitoba Child Care Program for the total allowable absence days (usually 3 days/billing period for full-time care) you are entitled to. You will be responsible to pay for the FULL COST of care for any days absent over the allotted amount. If your child is ill, we recommend that you request a doctor's note for the Centre to keep on file in the event that you exceed your absent days. This may entitle you to additional absent days.

It is solely the responsibility of the parent to notify the Centre (and Manitoba Child Care Program if applicable) of any changes in address, phone numbers (home/work), emergency contacts and their phone numbers as well as changes to your family situation. It is also up to parents to mail in information on time. Failure to comply with Manitoba Child Care Program requests could result in suspension of subsidy leaving you responsible for all fees. It is the parents' responsibility to finish all necessary documents and meet all government requests and deadlines to benefit from subsidy.

### **Billing Period (see appendix 1)**

### **CENTRE INFORMATION**

Hours of operation are: Monday to Friday...6:30 a.m. to 9:30 a.m.  
3:00 p.m. to 6:00 p.m.

In-service Days/Holidays.....6:30 a.m. to 6:00 p.m.  
(at times hours may change to accommodate School Requests)

Early dismissal hours are set to the dismissal times.  
We close and observe the following statutory holidays (at times we may close an alternate day in lieu, but advance notice will be given) Louis Riel Day, Good Friday, Easter Monday\*, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, New Years Day. Christmas Eve and New Years Eve the Centre closes at 12:00 PM.

**\*The Centre closes the first Monday of Mid Term Break in lieu of Easter Monday, regardless of where it falls on the calendar.**

Parents are responsible to pay for care on these days. All days that are not school days are considered in-service days. The unsubsidised rate for an in-service day is \$18.80 per day. This includes Christmas break, Spring break and summer.

## **Arrival and Departure**

Please ensure that the Staff members and/or the parent SIGN the children IN and OUT on our child Attendance Sheet, **you the parent or guardian, are required to accompany your child into the Centre.** Children become the responsibility of the Centre only after they are signed in. Please make sure that you bring your child directly into the classroom where staff can see that he/she has arrived and is signed in.

The children are expected to return to the Centre within 15 minutes after they are dismissed from school. If the child is kept after school due to detention, the teacher concerned must inform the Centre. If the child is consistently late returning to the Centre for no reason, the parent will be informed to help with the issue.

**When picking up the child, the parent or guardians are required to come into the Centre to pick up the child and sign out the child.**

In order for the Centre to maintain staff/child ratios, it is important that you are as consistent as possible in dropping off/picking up your child. Please advise the Director of any changes to your schedule beforehand.

**Children become the responsibility of the Centre ONLY when they have arrived at the Centre and have been signed in by a Centre employee and or parent/guardian.** Children CEASE to be the responsibility of the Centre once they leave for school or go home and are signed out. When children are dismissed from school they are not the Centre responsibility until they arrive at the Centre. Parents are asked to remind children that they must go directly to the Centre after school.

**If a child does not arrive at the Centre after school: If staffing numbers allow... staff will check the classroom, office, gym etc. within the school. If**

**the child is not found, the parent will be notified immediately, if the parent cannot be located we will call the emergency numbers for the child. The Centre will make every reasonable effort to locate the child but cannot be held responsible.**

## **Emergency Closures**

Munroe E.C.E.C. will make every effort to remain open and operating as per our schedule. However, there may be emergency situations where this is not possible. Conditions that warrant closure include snowstorm/blizzard, other natural disaster or health crisis/epidemic such as influenza pandemic, Sars outbreak, etc. that may occur.

Furthermore, because our programs are located within a school, we must follow the schools procedure for conditions that warrant closure (specifically, for snowstorm/blizzard). These include the ability of emergency vehicles to access the school building, accessibility of fire doors, personal safety of the children, parents and staff traveling to and from the Centre, availability of transport for staff.

If the Centre is forced to close due to an emergency parents will be expected to pay for the day(s). We will broadcast via radio (CJOB/CKY #680 am or on line [www.cjob.com](http://www.cjob.com)) to announce our closure.

In the event of a Health crisis/epidemic we will follow instructions issued by the Regional Health Authority.

## **Transportation**

Transportation by van to and from school will be provided at a cost of \$15.00 per child or \$20.00 per family for every four-week billing period. The van cell number is 794-7639.

All persons who use the transportation service by the Centre are required to follow these policies:

-during extreme weather, or if there is a safety concern, we will not be taking children to school. The Centre staff will inform the parents that they will not be taking the children to school. If you decide that you want to have your child

attend school that day, it will be the parent's responsibility to take the child to school and pick them up. Remember the program closes between 9:30 a.m. and 3:00 p.m- when there is no inservices.

-parents must inform the Centre staff of specified times that their child will *not* be using the van service on any particular day. Repeated failure to inform Centre staff could result in the van service being terminated for your child.

-the Centre will be responsible to see that the children enter the school grounds at the drop off time. And will be responsible for the children from the time at which the van arrives at the designated pick up spot for the children. The van will wait for ten minutes for the children's arrival, at which time they will leave. The van staff is not able to go searching for children who do not meet at the designated pick up spot. However staff will make every attempt to phone the school to try and locate the child. Parents will be contacted and informed that their child was not picked up by the van; the Centre will absolve all responsibility for the child.

-if the child is kept after school and does not make the designated pick up spot, the Centre will absolve all responsibility of the child. The parent will be contacted and informed that their child was not picked up from school and the parent will be responsible for the child.

\*Parents are expected to inform the children of the van regulations and assist in their execution.

Children are expected to following van rules:

- 1) always remain seated with your seatbelt on until the van driver gives you instructions
- 2) no loud voices
- 3) no throwing or tossing items around
- 4) follow all instructions given by the van driver
- 5) meet at the designated pick up spot on time

If your child's behavior gives us cause for concern, i.e. pushing, screaming, not fastening the seat belt etc., we will:

- 1) on the first incident, issue a verbal warning to the child and parent
- 2) on the second incident, a written warning will be given to the parent/guardian

3) on the third incident, we will terminate van service to and from school for your child

\*If behaviors are severe , or endanger the safety of other children on the van , service will be suspended immediately.

Parents are required to sign a release form, giving Munroe E.C.E.C. permission to transport their children in the Centre vehicle or an alternative vehicle deemed suitable by the Director. Parents who sign this release form are acknowledging the transportation policies and are agreeing to abide by them.

The Centre Director decides the schools we provide transportation service to.

### **Late Fee**

A late fee will be charged if you fail to pick your child up at closing time. Late fees will be assessed at the rate of \$10.00 *per child* per every 15 minutes or portion thereof. The time will be calculated by the Centre clock. If your child is not picked up by 6:00p.m and we have not heard from you, we will contact your emergency numbers. If we are not able to contact you or anyone from your emergency number list by 6:30p.m. we will contact Child and Family Services to pick your child up.

Continuous lateness will be dealt with in the following manner:

- 1) The first late, the parent will receive a letter reminding of the policy.
- 2) The second time late, the parent will receive a letter reminding of the policy and a reminder that is the final notice.
- 3) The third time late, the issue will be presented to the Board of Director to conclude.

### **Child Vacation Days**

In order for the Centre to operate as a financially viable program, we are unable to offer UNPAID vacation time. Please be sure to inform the Director if your child is going on a holiday. All holiday days must be paid in full in order to keep your Child Care space.

### **In-service Care**

Care on in-service days will be provided except when there are five or less children to care for. If there are five or less children who need care between the

hours of 9:30 a.m. to 3:00 p.m., the parent will need to find alternate care for their child. Fees for before and after school still apply as the facility is still open. It is the parents' responsibility to inform the Centre staff of any upcoming in-services. If a parent fails to inform the Centre of an in-service day and the Centre finds out that there is an in-service the following day for five or less children. Even though there is short notice, the Centre will still close and the parent will be responsible to find alternate care.

## **Expulsion from School**

If your child is expelled from school, the Centre will not accept them, as we are not open between the hours of 9:00 a.m. to 3:30 p.m.

## **Unable to Pick up Your Child**

If you are unable to pick your child up yourself, the Centre must be informed in advance. Please provide a clear physical description of the person you will be sending along with their name, address etc. For the safety of your child, the staff will request that this person provide photo ID. The law requires that we can only release your child to persons thirteen (13) years and older.

## **Drugs and Alcohol Policy**

If Staff suspect that the person who arrives to pick up your child is under the influence of drugs or alcohol and that their behaviour could be a safety issue to your child, the following procedures will be followed:

1. You will be requested to call someone else to pick up your child.
2. In the event you refuse to comply, staff will notify the Winnipeg Police of that person's suspected condition and provide them with their name, address and description of their car and license plate number.
3. We will notify Child & Family Services of all of the above.

## **The Public Interest Disclosure (Whistleblower Protection Act)**

The purpose of the Act is to facilitate disclosure and investigation of significant and serious wrongdoing in or relating to the public service and to protect persons who make disclosures from reprisal. The Act is intended to complement other protections already in place under existing statutes, policies and procedures.

The Public Interest Disclosure (Whistleblower Protection) Act requires the chief executive of a government body to:

1. designate a senior official as a Designated Officer to receive and deal with disclosures by employees and officers
2. establish procedures to manage disclosures
3. ensure that information about the Act and procedures is widely communicated to employees, and
4. prepare a report each year on any disclosures of wrongdoing that have been made to the government body

## **Creating a Positive Environment**

A positive approach to behavior management (discipline) is a major component of our policy. This approach begins with dedicated Early Childhood Educators who are genuine and sincere about their love and commitment to children and quality care. A positive approach requires E.C.E.'s to use guidance techniques that promote the children's interest and cooperation in the classroom through sound management of space, equipment and materials, as well as the children themselves.

Disruptive, harmful and uncontrolled behaviors on the part

In order to ensure that we maintain this, Early Childhood Practitioners will

1. Follow those guidelines and regulations outlined in the Best Practices licensing manual created by Manitoba Child Care Program in respect to prohibited forms of guidance.
  - a. Regulation 11 (1) – A license shall not permit, practice of inflict any form of physical punishment or verbal, emotional abuse upon or the denial of any physical necessities to any child in attendance at the day care Centre.
  - b. 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.

2. Establish clear guidelines for staff and parents so that all the "significant adults" in the child's life are aware of those behaviors that are considered acceptable and those that are considered unacceptable.

3. Commit ourselves to work along with parents and other staff to discourage troublesome behavior in the Centre and the home on an ongoing basis

## **Health and Safety**

Unexpected illness is a great hardship for parents of children in Child Care. Plan ahead and have back-up care for emergencies.

- Public Health has furnished Child Care facilities with illness and contagious guidelines which we are required to follow. A child will not be allowed to attend the Centre if s/he has:

- Pink eye with yellow or white discharge
- Impetigo
- Ringworm/scabies
- Contagious disease (measles, mumps, etc)
- Rash (unless previously diagnosed as non-contagious)
- Strep throat
- Repeated diarrhoea and/or vomiting (more than twice in 24 hours)

A child who is sick should not attend the Child Care Centre for the child's own comfort and for the protection of the other children. If a child becomes ill and is unable to participate in the program, you will be contacted to pick up your child immediately. If you cannot be reached the child will be sent to school and the school will notify you.

Should the illness be of a COMMUNICABLE type, the child will be isolated as much as possible and the parent will be called to pick their child up. All parents will be advised that their children have been exposed and of the symptoms to watch for. Should your child contract a communicable disease such as measles, mumps, strep throat, scarlet fever or impetigo you must follow the Public Health

rules regarding isolation periods. A doctor's certificate may be required before the child will be readmitted to the Centre.

If your child becomes ill during the day, you will be advised and you must make arrangements to pick up your child as quickly as possible. If you cannot be reached, one of your emergency contacts will be notified. A temporary sick area will be set up to make your child as comfortable as possible until your arrival.

## **Administration of Medicine**

Staff will only administer medicine that has been prescribed by a doctor to your child. A form must be completed with the name of the child, doctor's name, dosage, time of administration and the duration required. This must be dated and signed by the parent. The medication must be in the original container with the details clearly legible. **It is recommended that you make a request of the pharmacist to package medicines in 2 labelled containers so that 1 can be kept at home and 1 at the Centre.**

**\*\*Ritalin and Methyphenidate must be handed directly to a staff person from the parent.**

We are not permitted to give over-the-counter or sample medications unless it is an unopened container and is accompanied by a doctor's note.

All medication will be kept out of the reach of children in a locked box or in the refrigerator as required. Please advise Staff.

**\*ALL MEDICATIONS MUST BE HANDED DIRECTLY TO A STAFF MEMBER. MEDICATION MUST NEVER BE LEFT IN YOUR CHILD'S LOCKER OR BACKPACK.** Your child must be on the medication for at least 24 hours before we will administer it at the Centre.

All parents must sign the release form for emergency care to ensure the care and safety of their child is not compromised.

## **Head Lice**

In the case of head lice, the parent will be notified and must pick their child up immediately. Parents are expected to treat the lice in accordance with the City of Winnipeg Health Department, before the child is allowed to return to the Child Care Centre. The child must have the majority of nits removed before the child

can return to the Centre. Staff members will determine if enough nits are removed to allow the child to return to the centre.

## **Nutrition and Food**

Nutrition plays an important role in the total physical and mental health of the children. The Centre provides 2 nutritious snacks per day consisting of three food groups each. Milk or juice is also provided as a lunch supplement. Water is available at all times during the day and children are encouraged to help themselves. We follow the Canada Food Guide. Please see individual sites for posted menus. During in-service and school holidays, the children are required to bring their own well-balanced lunches. **Please note that we are unable to heat up lunches.**

## **Allergies**

We are a “peanut aware” Centre, we do not serve peanut butter, but do serve items that may contain traces of nuts. If a child enrolls in the Centre who has an allergy to a product, a letter will be sent home advising parents to exclude that product from their child’s lunch.

The Centre cannot be responsible for allergic reactions that may occur while children are in our care. Where there are known allergies, you will be responsible to provide an Epi-pen, if applicable, for your child in an emergency.

**\*PARENTS OF CHILDREN WITH SEVERE ALLEGIES MUST FILL OUT AND RETURN ALL URIS APPLICATIONS PROVIDED BY THE CENTRE. CHILDREN WITH EPIPENS MUST WEAR A PERSONAL FANNY PACK CONTAINING THE MEDICATION AT ALL TIMES.**

## **Emergency Procedures**

Should a child require emergency care (defined as life threatening, unconscious, broken bones, allergic reaction) an ambulance would be called; the child will be accompanied to the hospital by a staff member. The Director will notify you of your designated hospital. The Centre will do everything possible to contact the parent to advise them in advance. In the event that we are unable to reach the

parents, we will contact an emergency person on your list. The City of Winnipeg will bill you (the parent or guardian) directly for ambulance service.

The Centre must have current medical numbers at all times. In all cases, staff will use best practices available to them. Parents will be required to sign the accident/incident report, and this will be reported to Manitoba Child Care Program.

To assure the children in our care are familiar with our Fire Drill Procedure, we conduct monthly fire drills.

## **Child Abuse Protocol**

The law requires that any suspicion of child abuse or neglect has to be reported to Winnipeg Child and Family Services.

## **Lock Down**

In the event of a threat... either by human or natural disaster and a “lock down” is necessary; we will follow the school lock down procedure.

## **Field Trips**

The Centre tries to expose children to experiences outside of the Centre as frequently as we are able to afford. We do our utmost to choose those that cost little or nothing to parents. If you do not wish your child to attend a fieldtrip and there is no staff available at the Centre to care for your child, it will be the responsibility of the parent to find alternate care. If you want your child to attend a field trip, you will need to sign a permission slip. Failure to sign the permission slip will result in your child not attending the trip. Various methods of transportation for the fieldtrips are as follows: walking, public transit, chartered buses through King Transport and or Vital Transport, or the Centre van.

## **Clothing**

**The Centre will not accept responsibility for lost or stolen items.**

Please ensure that your child wears appropriate play clothing daily. In outfitting your child, keep in mind the changeable weather, your child's comfort and the activities that the child will participate in during the day. Each child must have a complete change of clothing in their locker at all times in case of accidents or spills. If a change of clothing is unavailable, the parent may be called, as the Centre does not always have spare clothes. Any clothing borrowed from the Centre should be laundered and returned promptly. Children must have indoor shoes.

We play outside everyday, weather permitting (in winter -25°C, wind chill 1600, too cold; in summer when UV rays are at a minimum before 11:00 am and after 4:00 p.m.).

Please provide appropriate seasonal clothing:

Winter - ski pants, boots, scarf, hat, mitts, and warm coat;

Fall/Spring - puddle pants, rubber boots;

Summer - shorts, sun hat, bathing suit and towel.

Shoes are an important item to assure your child's safety in order to prevent tripping and falls. Although the school requires runners for indoor use, our Centre requires the following footwear.

Outdoors spring/summer/fall – runners or flat bottomed non-elevated sandals/shoes with backs or back straps. We play outside daily and children will not be permitted to use the climbing structure unless they are wearing appropriate shoes.

## **Personal Belongings**

As a general rule, children are not permitted to bring personal belongings from home. Most toys are not designed to withstand the use of so many children and may be broken, or lost, causing hurt feelings. Note: Hand held games, I-pods or walkman are to be given to a staff person in the classroom for safe keeping and not left in the lockers.

Children are allowed to bring one game for their hand held unit and are not allowed to share the hand held unit or the game with other children.

**We are not responsible for toys or articles brought from home.**

## **Summertime**

## **Policies are to be adhered to year round, including the summer.**

There is a \$25.00 fee billed at the beginning of July, to help cover costs for summertime field trips and various activities. During the summer months parents are required to send a nutritious lunch with their child to the Centre (no heat up food). Please be sure to send adequate fluids for your children. The Centre will provide sunscreen and bug repellent for the children (who have signed permission).

## **Parent Information**

In order for the Centre to operate effectively, it is anticipated that any parent concern will be addressed in a timely and positive manner. Should any attempt to resolve a concern with a specific staff member about a specific problem be ineffective, or if a parent does not wish to speak directly with the staff member in question, it is expected that the following procedure will be followed:

1. Parents will be encouraged to consult with the Director in person/writing /email as preferred by the parent.
2. Should the issue fail to be resolved to parent/Centre satisfaction, it is recommended that the parent write a letter addressed to the Chairperson of the Board.
3. Should the issue fail to be resolved to parent/Centre satisfaction, (which would indicate parent dissatisfaction with service and/or lack of confidence in service) and with permission from the Board of Directors. A parent may be asked to remove their child from the Centre as a measure to maintain Parent-Child-Centre-Staff confidence.
4. If the parent is agreeable, the Director will attempt to assist the parent in finding care elsewhere.

## **Request for Affidavits**

Because the Board does not wish to be seen to be taking a position in domestic disputes between parents and because evidence is generally available by subpoena, it is the general position and policy of the Centre

not to furnish affidavits to parents in domestic disputes. When any employee is asked to furnish an affidavit related to matters arising out of their job duties, then the request is to be communicated to the Director. Staff will be required to attend Court or Court proceedings only if subpoenaed (unless the subpoena is rendered void before the appearance).

The policy of not voluntarily furnishing affidavits may be relaxed, at the discretion of the Director, if the Director feels that a legitimate child welfare concern would be better addressed if the evidence were made readily available to the party requesting it. The Director's decision is to be final. The Board will hear submissions from parents or "appeals" of the Director's decisions.

## **Guardianship**

For the safety of your child the Director requires a copy of any legal forms pertaining to legal guardianship. Without such a form, either parent would have access to pick up. The Centre follows the Manitoba Child Care Program protocol Understanding Custody Arrangements and Court Orders Issued by the Criminal or Family Law Courts. Please discuss these issues with the Director.

## **Appeal Procedures**

An appeal of any of the above policies maybe made in writing within seven days of a policy being enforced. This appeal is to be directed to the Chairperson of the Board of Directors. The Board will review the appeal and the Board will make a decision within seven days of receiving the appeal letter.

This manual is provided for all parents/guardians to acquaint themselves with the Centre and its operating policies. You are required to sign the attached Child Information Sheets and Permission Forms.

## **Agreement Forms**

**Forms will be attached to the Child Information Sheets for signing.**

Parents are required to read all of the Child Information Sheets so as to understand all the conditions, policies, and procedures outlined. Parents are then required to sign the attached sheets to confirm that they understand and agree to follow all conditions, policies, and procedures. Failure to sign the forms will mean that your child will not be accepted into the Centre.

## **Behaviour Management**

A positive approach to behavior management (discipline) is a key component of our policy. This approach begins with dedicated Early Childhood Educators who are genuine and sincere about their love and commitment to children and quality care. A positive approach requires E.C.E.'s to use guidance techniques that promote children's interests and cooperation in the classroom through sound management of space, equipment and materials, as well as through the children themselves. Behavior can be an indicator of how a child is feeling about him/herself. We always reassure the child that we care about him/her; it is the behavior rather than the child that we disapprove of.

Staff members are not allowed to permit, practice or inflict any form of physical, verbal or emotional abuse, or to deny physical necessities for any child in their care. Staff members will encourage children to problem solve on their own and will assist the children by providing alternatives to aggressive or negative behaviour. We will guide the children to be responsible for their own actions; to help children grow in their respect for the rights and feelings of themselves and others.

If a child harms them self, other children, staff, or property the staff will document the child's behavior in the child's file. For continued or serious behavior, parents will be contacted to assist with the behavior. If the behavior continues we will request the parents' permission to involve the child's teacher, school resources, (i.e., Psychologist, Child Development Clinic, Family Services etc.). The staff, parent and child will agree upon a plan.

If the behavior problem does not get resolved at this point, the Board of Directors reserves the right to suspend or ask that the child be withdrawn from the Centre. You may be given two weeks notice to withdraw your child, but in extreme behavior cases you will be asked to remove your child immediately. You will be responsible to assure your daycare account is in good standing.

If a parent refuses to seek outside supports, or if all Behavior Management Policies have been exhausted, and the behavior still exists the Board of Directors

reserve the right to suspend or ask that the child be withdrawn from the Centre. You may be given two weeks notice to withdraw your child, but in extreme behavior cases, you will be asked to remove your child immediately. You will be responsible to assure your daycare account is in good standing.

The degree of the behavior problem will be assessed and determined by the Board of Directors, and hold the right to determine the outcome of the situation.

## **Code of Conduct**

As adults, we are our children's greatest role models. For this reason it is important that we set appropriate examples for all children to encourage a desirable behavior.

- if a problem arises with a child other than your own, this matter will need to be taken to a staff person and not the child.
- Munroe ECEC School Age Program is committed to helping children develop to their fullest potential, every individual who enters our premises is required to treat all others in a positive and respectful manner. At Munroe ECEC we strive to work in partnership with our families. Any comments and or concerns that you may have are welcomed and we will make every effort to address any issue. If there is a situation that you wish to discuss in length please make an appointment with the Director or Assistant Director.
- parents who have complaints should make them discreetly and away from all the children. Loud voices and inappropriate language will not be tolerated.

## **Threat Assessment**

*We at Munroe ECEC believe that: all children and all staff have the right to be respected, the right to be safe and the right to feel secure.*

A threat is an expression of intent to harm or act out violently towards someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gestures and may be direct, indirect, conditional or veiled.

**All** threats will be taken seriously and evaluated.

Threats will be treated the same regardless of if it is presented by a child or an adult

**A raised voice and/or yelling at staff will be deemed a threatening behavior.**

Threats and or violence will be handled in the following ways:

*In the event that a **child** makes a threat to another child, to staff, or to a parent the following steps will be taken:*

For the first occurrence;

- 1) parents will be contacted to pick their child up immediately
- 2) a verbal warning will be given from the Director
- 3) police may be contacted and a report made
- 4) the incident will be documented and kept on file
- 5) the child may be suspended immediately until further notice or the child may be withdrawn from the Centre(with or without two weeks notice)

For the second occurrence;

- 1) the child will be withdrawn from the Centre

*In the event that a **parent**, guardian, or any persons picking up or dropping off a child threatens a staff, another parent, or another child, the following steps will be taken:*

For the first occurrence;

- 1) police may be called and a report made
- 2) a verbal warning will be given by the Director
- 3) the incident will be documented and kept on file
- 4) you may lose your right to pick up and or drop off the child
- 5) the child may be withdrawn from the Centre( with or without two weeks notice)

For the second occurrence;

- 1) the child will be withdrawn from the Centre

You will be responsible to assure that your Day care account is in good standing.

## Appendix 1:

### Pay Period Chart For 2008

Pay Period:	Due Date:
Dec. 31-Jan 25	Jan 4, 2008
Jan 28-Feb 22	Feb 1, 2008
Feb 25-Mar 21	Feb 29, 2008
Mar 24-Apr 19	Mar 28, 2008
Apr 21-May 16	Apr 25, 2008
May 19-June 13	May 23, 2008
June 16-July 11	June 20, 2008
July 14-Aug 8	July 18, 2008
Aug 11-Sept 5	Aug 15, 2008
Sept 8-Oct 4	Sept 12, 2008
Oct 6-Oct 31	Oct 10, 2008
Nov 3-Nov 28	Nov 7, 2008
Dec 1-Dec 26	Dec 5, 2008

**NOTE: Childcare fees are due on the first day of the pay period.**

If fees are not paid by the due date, you will be given notice that care will be suspended for your child. If fees are continuously not paid on time, your child space may be terminated and your space may be filled with another child from the waiting list.

Payments can be made at George V and Red River by check and money order only, cash payments will not be accepted at these Centres.

All **cash payments**, must be paid to Room 6 at 361 Kent Road School.