



Early Learning Centre Inc.

DAYCARE PARENT MANUAL

264A Hoddinott Rd.

**East St. Paul, Manitoba
R2E 0H7**

Telephone: 204-661-2458

Email: director@created4me.ca

Website: www.created4me.ca

This package is provided for all parents to acquaint themselves with Created 4 Me Early Learning Center Inc. We encourage parents to read it thoroughly to familiarize yourself with the operating policies.

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Created 4 Me Early Learning Centre

Created 4 Me Early Learning Centre (formerly Narol Children's Centre) was founded in the spring of 1974 as a Nursery School Program. The Nursery program initially operated in the rural community of St. Clements. In September 2009 the Nursery School Program moved into Bird's Hill School and remains an integral part of the East St. Paul and surrounding communities as a prekindergarten program. In September 2008, Created4me Early Learning Centre Inc. expanded into a 32 space daycare and 4 space infant program. Both Nursery and Daycare centre's are licensed by the Manitoba Child Care Program and funded by the Province of Manitoba. Created 4 Me Early Learning Centre Inc. is a nonprofit organization governed by a volunteer Board of Directors. The board members are elected at the Annual General Meeting held in November. The centre receives funding from the province of Manitoba but also depends on a series of fundraising events to meet the centre's operating costs.

The current locations of Created 4 me Early Learning Centre Inc are:

36 space Daycare Centre

264 A Hoddinott Rd
East St. Paul, MB
R2E 0H7

Telephone: 204-661-2458
Email: director@created4me.ca

74 space Daycare Centre

2511 McGregor Farm Road
East St. Paul, MB
R2E 1E9

Telephone:
Email:

Mission statement

"To provide quality childcare as an active member of the East St. Paul and surrounding communities."

Created 4 Me Early Learning Centre Inc Philosophy

Philosophy

We believe that all experiences are learning experiences; therefore, we strive to provide a positive, stimulating environment involving the whole child in all areas of development: social/emotional, physical and cognitive. We recognise that children are individuals, with their own

specific needs and abilities and that each child has a unique relationship to the world reflective of their family background, history and culture and we will endeavour to meet each child and families' specific needs. We hold that all children have an inherent right to participation in childhood activities with peers and therefore will strive to include children whatever their physical, social, and emotional needs.

This philosophy is based on:

- What we know about how children develop and learn.
- What we want children to learn.
- The value of parents and caregivers.
- The rights of the child.

Created 4 Me Early Learning Center Inc. is committed to quality, inclusive, developmentally appropriate, culturally sensitive, and family-centered programs. The centre works in partnership with children, families, the community, government, early childhood educators and childcare assistants. We acknowledge that families are central to children's healthy development and parents are experts about their children and encourage meaningful family involvement which includes decisions and goal setting for the child.

Created 4 Me Early Learning Centre Inc Goals for children, program, staff and parents:

Goals for Children

- To recognize each child as an individual having unique needs.
- To foster independence.
- To focus on the process rather than the product.
- To encourage the children to recognise and express their needs and emotions.
- To encourage socially acceptable behaviour and independent problem solving.
- To be aware of the children's interests and address and expand on them.
- To help each child develop to his/her fullest potential.

Goals for Program:

- To create a warm, happy environment for all involved in the program
- To have fun.
- To provide quality care for children, attending to physical needs, i.e. naps, snacks, safety and health conditions.
- To provide as high a staff/child ratio as possible.
- To have a flexible, varied program that offers choices to the children, while also meeting their needs, in all areas of development.
- To develop an intellectually progressive program.

Goals for Staff:

- To ensure staff (ECE / CCA / Integration workers and or substitutes) stay abreast of developments in the childcare field.

- To evaluate staff on a consistent basis.
- To support staff attendance at relevant workshops, courses, conferences, etc.
- To support staff in the care of challenged children by accessing and providing appropriate funding, training and resources.

Created 4 Me Early Learning Centre Inc Goals for children, program, staff and parents continued:

Goals for Parents:

- To act as an extension of the home.
- To develop good relations between home and daycare.
- To keep parents informed about their children's activities and new developments.
- To solicit parents' opinions.
- To involve parents so that the highest quality of care is achieved.
- To ensure parents are an essential part of the team.
- To encourage families to participate in the centre's planning, programs and operations.
- To respond to parental needs and recognizing this as a key to building a relationship and supporting the child.
- To engage parents in their child's development and model positive adult-child interactions.
- To use various methods of communication with parents and provide opportunities for their involvement.
- To ensure access to community resources.
- To help parents feel safe, secure and confident about their children's care.

Parent Involvement:

Staff and parents have found from experience that without parental involvement we cannot achieve the quality of care that we feel is desirable. There are several ways that you, as a parent, can become involved:

1. **Communication:** Communication between parents / guardians and staff is key to us providing the best quality care for your children. The centre will photocopy all documented incidents and reports each day. The centre has an answering machine that parents can use to leave messages about their children's attendance. Phone messages are written down and shared with appropriate staff. Staff check messages regularly. ECEs and CCAs wear nametags using only their first names and qualifications.
2. **Donations:** occasionally the daycare may ask for donations of various materials. All parents can help contribute with supplies in this manner.
3. **Fund-raising:** Throughout the year the centre engages in various fund-raising activities, e.g. raffles, sale of coupon books, bike-a-thon, T-shirt sales, etc. Fund-raising is very important

to the centre in that the funds raised are used to purchase new equipment for the centre. Parents can help out a great deal by participating in these events.

4. **Parent(s) of a child with exceptionalities**, whether that exceptionality be medical, emotional, social, physical or cognitive, you know the skills and abilities your child has, the goals you have set out for your child and the level and quality of care your child requires. In accepting a child with exceptionalities into the program, the centre assumes the parent will provide the necessary information and support for the child to reach his/her fullest potential in the program.
5. **Volunteerism:** Created4me encourages parents to take part in our program by:
 - Offering their special skills in a way that they feel is helpful. The centre will put up notices or put requests in newsletters requesting help when it is needed.
 - Joining us for special events or field trips.
 - Bake with or for the children.
 - Join our volunteer Board of Directors.
 - Joining our fundraising committee.

Annual General Meeting (AGM)

Once you have a child enrolled in the centre, you become a member of the Created 4 Me Early Learning Centre Inc. organization. As a member, you are required to attend our annual general meeting. This meeting takes place once a year in November.

Board of Directors:

A Board of Directors, consisting of parents and community members governs.

Created 4 Me Early Learning Centre Inc. Should you wish to become a member of the Board of Directors, please inform the Director. Becoming a Board Member requires a minimum commitment of one meeting per month for a one year term, as well as some extra duties during daycares special events. You may also choose to volunteer your time on one of the Board's standing committees. Speak to either the Director or any Board Member for more information regarding either of these rewarding opportunities. Parents/Guardians are welcome to attend board meetings. *****Our organization cannot operate without an elected Board of Directors.*****

Goals for the Board of Directors:

- Board members attend a Child Care Centre Board of Directors Orientation or get the information from the childcare co-coordinator immediately following their election. Board members participate in workshops on board governance.
- Board members are familiar with Child Care Online at www.manitoba.ca/childcare and the information and applications available there, including The Roles, Responsibilities and Functions of a Board – A Board Development Guide, found under Publications and Information.
- Board members know about the Best Practices Licensing Manual for Early Learning and Child Care Centers, their centre's bylaws and personnel policies, annual licensing

checklists and comment sheets and the Manitoba Child Care Association's Code of Ethics.

Administration:

The centre is a non-profit organization, government funded and licensed child-care facility. As we are non-profit, any surplus income is put back into the centre for the benefit of the children and parents.

The day-to-day operations of the centre are run by the Director. A five (5) member Board of Directors governs the overall policies and direction of the centre. The Board meets regularly to approve finances, institute policies, etc.

License:

Created4Me Early Learning Centre is licensed for 32; 2-6 year olds and 4 infant aged 3 months to 24 months. Our program offers care for children aged 3 months- 6 years.

A 1:8 staff to child ratio is maintained for Explorer Room (2-6 years)

A 1:8 staff to child ratio is maintained for Adventure Room(2-6 years)

A 1:4 staff to child ratio is maintained for the infants (3 months – 24 months)

Staffing:

The childcare professionals (ECE's) of Created4me Early Learning Centre Inc. are caring individuals who have been or are being trained in child development to assist the children reach their full potential.

Staff must be classified as a CCA, ECE II, or ECE III by Family Services & Housing. As well, at least 2/3 of the staff employed at the centre must be classified as an ECE II or ECE III.

All staff must keep a current First Aid and Infant/Child CPR certificate.

All employees must participate in professional development opportunities through the year as they are continually improving the children's curriculum and programming.

All employees must successfully complete an investigation authorization through the Manitoba Child Care Program and a criminal record check through the Winnipeg Police Department.

Created 4 Me Preschool Curriculum Statement

Interactions and Relationships

At Created 4 ME, each child is seen as a unique individual. Positive relationships are fostered between staff and children by practicing active listening techniques, maintaining eye contact, getting down to the level of the child, and role modeling positive interactions. Time is given to

each child, so that staff can get to know each unique child. Open-ended questions are used to let the children guide the staff and their peers. Staff paraphrase what children say at times, to help clarify as well as to let the children know that what they are saying is being heard.

Staff encourage positive interactions amongst peers by setting up areas in the centre that are arranged for solitary play, small group play, and large group play. We plan activities geared towards individual children, so that each child will feel valued. Staff role model pro-social behavior by speaking respectfully to staff and children. The staff at Created 4 Me Engage in play tutoring: Staff step into play, help to enhance ideas and concepts, and then move away from the play allowing the children to freely expand the play. The staff are always prepared to re-enter play to ensure play remains productive. We extend the children's vocabulary by offering extensions, such as adding new ideas, words, or concepts to play and to daily routines. Rooms are set up with mixed ages to encourage children to help one another. Frequent visits from the older children to the infant room help the children to learn empathy. All the interactions in the centre are viewed as equally important. Children are guided through difficult interactions using problem solving techniques.

Planned and Spontaneous Experiences

At Created 4 Me, we believe that play is a child's work. The learning and development that takes place during play is viewed as the most valuable learning that we can offer the children. We immerse the children in an atmosphere full of possibilities, and encourage them to lead us down paths that they are interested in. Both spontaneous and planned play activities are an important part of our curriculum. Group times are offered as an option. Children are free to choose whether they join in. Planned play experiences are offered throughout the day to help further play, ideas, skills, and concepts.

This type of planning is done through careful observation, constant open-ended questions, and identification of the interests of the children. Observations are recorded in the observation book, as well as on webs posted on the wall. Observations are reflected on by staff and shared with each other, as well as with parents. Staff elaborate on ideas and plan activities based on the interest and needs of the children. Activities are geared towards both individual children and to the group as a whole.

At Created 4 Me, we practice scaffolding the children's knowledge with each activity that is implemented. This is done by adding new materials, adding new ideas and concepts, and following the interpretations of each child. Time is given for longer, more in depth projects. This allows children time to process and reflect on what it is they are learning. For example, when the children discover cat tails outside and spend time exploring them, staff will use circle times to further the children's learning, as well as to see what they already know. We view ordinary moments as the base for all important learning experiences. Simple tasks like opening packages, washing hands, and dressing, are also viewed as valuable learning for the children.

Communication is viewed as the cornerstone of our program. The staff speak with parents every day at drop off and pick up to ensure there is as little gap between home and the centre as possible. Monthly newsletters are sent to parents to keep them apprised of what is going on in the centre. Parents are encouraged to visit the daycares website, which contains information about the program, staff, schedules, background of Created 4 Me, parent information and the mission statement. Every room has a communication board where staff can record all the offered activities in a day. Registration forms are filled out by all families in the centre, which includes information about individual families. The information is shared with all the staff. This helps us to better understand the families we are working with. We build relationships with families by encouraging them to participate in the learning at the centre through volunteering or offering time to share skills with the children and staff in the centre. This has been done in the past by having parents come in and play instruments for the children, having parents build things for the centre, and having parents join in the program to spend time in the groups.

We incorporate the children into the community, and the community into the centre by opening our doors to volunteers, sharing parks, making visits to local businesses, and by inviting the community to events we hold each year. This is important because children are a valuable part of their community, and a healthy community starts with young children. Laying the foundation for that understanding begins at a very young age. When children feel invested in their community, they are far more likely to be an active member of that community later in life.

Environment/Program:

At Created 4 Me, children of all ages, with different needs, abilities, ideas, and interests are encouraged to learn and explore their environment at a pace that is comfortable for them as an individual. Children are encouraged to explore in the positive, safe, inviting, inclusive, and stimulating environment with peers, on their own, or with staff. The children are given large blocks of time to engage in play. Our daily schedule is consentient yet flexible to meet the individual needs of children. For example, if children are playing productively outside, and the weather permits, we may extend the outdoor play time, and may even do a lunch or snack outside. This is important for children because learning does not follow a schedule set by adults, therefore, whenever possible, staff will gear the program to meet the needs of the children.

Indoor and outdoor play is both viewed as important and equal time is given to both, whenever possible. Connecting children to nature is done through actively engaging children in the outdoors and giving adequate time for outdoor exploration. Both the indoor and outdoor environments offer open ended materials such as shovels, pails, buckets, blocks, riding toys, water and sand tables, kitchen toys, art materials, manipulative toys and puzzles that encourage problem solving and critical thinking.

Created 4 Me Curriculum Statement

Environment/Program:

A variety of materials can be found in the following learning areas that are set up throughout the environment: Sand, water, library, art & writing, puzzles and table toys, dramatic play, discovery, music and movement and indoor and outdoor gross motor. All materials are rotated and changed based on the children's interests at the time. We expose children to similarities and differences by providing books and dolls that reflect people of varying ages, cultures, and abilities. Having musical instruments, play food and dress-up clothing that reflect the cultural backgrounds of the children in our program. We share children's thought ideas and skills by displaying children's work for parents and other children to see.

Behavior Management Policy:

In accordance with Regulation 11(1) A license holder 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 childcare centre.

The children of Created 4 Me Early Learning Centre Inc. are guided through positive guidance techniques. The children are provided with the words to problem solve and interact with their peers in a safe and nurturing environment. All children's individual developmental levels will be considered in the planning of activities and guidance. The staff will use the following to support positive child to child/child to staff interactions:

- Positive communication
- Role modeling
- Demonstration of expectations
- Positive reinforcement
- Provide natural and logical consequences
- Use appropriate language
- Redirection
- Guidance
- Diversion
- Positive problem-solving techniques

Behavior Management Policy Continued:

However, in situations if a child is physically hurting anyone or anything after all steps have been taken to redirect the child, and he/she is jeopardizing the safety of others, staff will redirect the child in a developmentally appropriate and age-appropriate manner to reduce safety risk to other children or staff.

If a child continues to jeopardize the safety of others, staff will speak to the Executive Director regarding their concerns. The Executive Director will contact the parents to arrange a meeting to discuss any safety concerns the child is displaying towards others.

At this meeting a plan of action will be put in place to remedy the problem in the best interest of the child. A follow-up meeting will be arranged to evaluate the implementation of the initial plan.

The Executive Director may contact other professionals (i.e. Childcare Coordinator, Child Development Worker) from the Manitoba Child Care Program or an outside professional to assist the staff with parental consent. This person will observe the environment and make recommendations for change and/or further action.

If, after implementing the new strategy, there is still no change in behavior and behavior continues to put others in danger the Executive Director will meet with the parents at which time the Aggressive Behavior Policy will be implemented.

Aggressive Behavior Policy

Aggressive behavior means any physical, emotional, or verbal act which may result in placing him/herself, other children and or staff members within the centre in an emotional, physical, harmful, hurtful or unsafe situation.

Once the behavior management policy has been exhausted the Director will implement the Aggressive Behavior Policy.

Abuse, violence, or aggressive behavior that endangers the child, other children, staff, equipment, or building will not be tolerated.

If the aggressive behavior continues through any part of the day for 30 minutes or longer and the staff have followed all positive strategies from the behavior management policy the parent guardian or emergency contact persons will be contacted to pick up the child. Documented reports of the incident will be provided to the parents. A copy will also be placed in the child's file.

A second incident will result in an immediate suspension from the centre for a period of time at the discretion of the Executive Director in consultation with the centre Supervisor and the Board of Directors.

Upon return from suspension if a 3rd incident occurs the Executive Director, centre Supervisor and Board of Directors will be involved in determining the next step which may include termination of childcare services.

Open and continual communication will occur at all times.

Family and center incompatibility:

In the event that a family and the centre's policies, philosophies and/or goals are incompatible, Created 4 Me Early Learning Center Inc. reserves the right to withdraw care.

Definitions:

The following incidents will result in the initiation of the Family and Centre Incompatibility Policy:

- 1) An inability to adhere to the policies, philosophies and/or goals of Created 4 Me Early Learning Center Inc.
- 2) Any incident involving abuse of either a verbal or physical nature of children, staff or families. At no time will any form of threats or intimidation be tolerated. Any concerns involving staff, families and/or children can be brought to the Directors attention.

Whenever possible, attempts will be made to resolve conflicts between the parties. At no time is it appropriate to confront staff, families or children at the centre. We as adults in the centre must model appropriate and respectful problem-solving techniques at all times.

The following steps will be taken if a family and the centre's policies, philosophies and/or goals are incompatible:

- 1) Parent/Guardian will be notified verbally of the incident(s). A record of verbal notification will be placed on file. The Director will be made aware.
- 2) Upon a second incident a meeting will be held with The Board of Directors and all parties involved. Documentation will be presented, and The Board of Directors will notify parent/guardian that childcare services will be withdrawn if there are further incidents.
- 3) Upon a third incident, The Board of Directors will notify the parent/guardian of immediate withdrawal of services without notice. The refundable deposit will be held by Created 4 Me Early Learning Center Inc.

Inclusion Statement:

Created 4 Me Early Learning Centre accepts and welcomes all children into their centres. Our goal is to provide all children with opportunities to be successful by creating an environment that recognizes individual needs, development, and interest.

Our daily program integrates all children into activities that are meaningful and well suited to their developmental level. Staff will make every effort to accommodate children with additional support to meet their needs, to give all children the opportunity to develop physically, socially, emotionally, and intellectually to their fullest potential. Children are recognized as individuals and are supported as such.

A respectful partnership is created between families, the childcare program and other professionals. Mutual support is established by sharing information between the home, the

childcare centre and outside professional recommendations. This information will be used to ensure the child's needs and abilities are met as required.

All childcare staff will be involved and work with all children. Staff will be provided with professional development in all areas of child development, new research, and practices to enhance the programs while meeting each child's individual needs.

Hours Of Operation:

Created 4 Me Early Learning Centre Inc. is open Monday – Friday 7:00 a.m. until 5:30 p.m. The centre is open twelve months of the year, with the exception of the of statutory holidays (please refer below for closure days)

It is the parent's responsibility to ensure they arrive in a timely manner, prior to closing to pick up their child/ren.

Please note: If staff arrive prior to 7:00 a.m., it is for the preparation of daily activities. Please wait until the doors are opened at 7:00 a.m. The centre is open twelve months of the year, with the exception of the following Manitoba Child Care Program recognized holidays. (please see center closures)

Centre Closures:

All holidays recognized by the Manitoba Child Care Program will be honored. Holidays will be billed to parent accounts at their regular rate even if your child does not attend on specific days and/or if the centre is closed. Created 4 Me Early Learning Centre Inc. will be closed for the following holidays, including one (1) *Professional Development Day annually:

New Year's Day	Victoria Day	Thanksgiving
Family Day	**Canada Day	***Remembrance Day
Good Friday	Civic Holiday	Christmas Day
Easter Monday	Labor Day	Boxing Day
National Day for Truth and Reconciliation		

***Professional Development Day**

- The centre will close for THREE professional development days per calendar year. Two of these PD days will usually fall in May. Parents will be given 7 days' minimum notice of this closure date.

****Canada Day (July 1)**

- If Canada Day falls on a weekend, we will be closed a day in lieu.

*****Remembrance Day**

- We will only be closed for Remembrance Day if it falls during a weekday.

Reduced Hours:

Christmas Eve (December 24th)

- If December 24th falls on a weekday, the centre's hours will be from 7:00am-12:30pm

New Years Eve (December 31st)

- If New Year's Eve falls on a weekday, the centre's hours will be from 7:00am-12:30pm.

Parent fees:

- \$50.00 non- refundable registration fee
- \$10.00 per day - children 2-6 years of age
- \$10.00 per day - children 3 months to 24 months (please see infant fees policy)
- \$15.00 per day of extended hours (10 hours plus)

It is recommended by the Manitoba Child Care Program that children do not attend more than 10hrs per day at childcare centre's. In the event that a child attends longer than the recommended time, the parent account will be charged \$15.00 per day a child attends more than 10 hours. This amount will be billed at the end of each month; and added on to the following month parent invoice. This amount will be due in the following billing period in accordance with the due date of fees. All fees are subject to late fees if not paid.

Fee Payments:

Fees will be billed one month in advance in a full month block. Invoices will be distributed via email or hard copy five to ten business days prior to the due date. Payments are to be made through Pre-Authorized Debit (PAD) plan. Fees will be withdrawn automatically from parents' accounts on the first day of each month.

Please note: If statutory or civic holidays fall on a day when your child normally attends, you will be charged accordingly for that day. Regular fees will be charged for any absences – including vacation or illness.

Please note: Any variation from paying fees by the due date must be made with the Director in the form of a written payment plan. The five-day grace period will not apply to payment plans (please refer to late fees policy).

Late parent fee policy:

Payments received after the due date will be considered late. The following steps will be taken:

1st of the month - payment due

7th day of the month – late charge of \$20.00 will be applied to account. At the end of 7 days, if full payment has not been received, or a payment arrangement has not been made, parents will be notified in writing that effective 10th day of the month, their childcare space will be suspended.

10th day of the month – child is suspended until payment is received.

15th day of the month – if payment has not been received **childcare services will be terminated.**

Once services have been terminated, any fees still outstanding after 30 calendar days will be referred to a collection agency. Created 4 Me will no longer accept payments. The family will be responsible for all outstanding fees including late fees as well as any incurred collection charges.

Refundable Deposit:

A deposit of 10 days of parent fees is required at the time of registration of your child/ren. This deposit will be refunded to you on your child's last day provided that all bills are paid in full including all government subsidies and three weeks' notice has been given in writing. If your account has an outstanding balance, the refundable deposit shall be applied toward the balance.

N.S.F. Cheques:

All NSF cheques will be subject to a \$40.00 charge which is payable immediately along with replacement of the amount of the NSF cheque. Repeated NSF cheque will be brought to the attention of the Board of Directors and may result in loss of daycare privileges. All NSF cheques are subject to the Late Fee Policy.

Receipts:

In February of the next year, a receipt will be issued for the total amount of childcare fees for the fiscal year (January 1 - December 31) If this receipt is misplaced or lost. Parents can ask for a duplicate receipt; there will be a charge of \$20.00.

Withdrawal of a child:

Parents must provide the Director with written notice three weeks prior to the withdrawal of their child(ren). Parents are responsible for those three weeks of fees, plus all expenses incurred before the last day the child attends the centre.

In the best interest of each child, the centre reserves the right to request that the parent make

alternate childcare arrangements for their child if it becomes apparent that a child is not adjusting to the childcare environment. Such a request shall be preceded by discussions with the Director, parent/guardian, staff, the Board of Directors representative as well as the Child Daycare Coordinator. Each child's situation shall be reviewed and appropriate notice for withdrawal will be given.

Subsidized parent fees:

An application for government subsidy is available from Manitoba Child Care Program. You may also apply online at www.gov.mb.ca/childcare. It is the responsibility of the parent/guardian, to complete and forward the application immediately to the Manitoba Child Care Program. Please note it may take 4 – 6 weeks for your application to be processed. All information requested in the package must be complete in order for the application to be processed. It is the responsibility of the parent/guardian, to renew their subsidy application at least two weeks prior to the expiry date. This will ensure the continuation of subsidy benefits. Parents under the subsidy program must pay the parent portion established by Manitoba Child Care Program plus an additional \$2.00 per day. Payment is required regardless of illness, absenteeism or vacation. Subsidized parents are responsible for full fees for any absences taken over and above the allowable number of absences allotted by Manitoba Child Care Program.

Please note: all subsidized families are provided a maximum amount of absent days. If the given amount is surpassed, fees for the exceeded days will be billed at the full fees rate. All payments must be made as per the fee schedule.

Arrivals and Departures:

Created 4 Me asks for all children, parents / guardians and visitors to wash or sanitize their hands upon arriving to the center to reduce the spread of germs. A hand sanitizer dispenser is located at the front entrance for your convenience. Soap and water will always be available throughout the center as well if you wish not to use hand sanitizer.

The centre is open from 7:00 a.m. to 5:30 p.m. Monday through Friday. All children are encouraged to be at the centre by 9:30 a.m. This allows children to be integrated into their program before any structured activities begin and helps reduce interruptions or distractions once activities begin.

If children arrive after 9:30 a.m. it will be the parent's/guardian's responsibility to transport children to their group's location. In the event that a field trip is planned, parents will be notified in advance of the arrival times.

All children must be accompanied into the program. Children become the responsibility of the centre once they are signed in and acknowledged by the staff. Once the pick-up person informs staff they are picking up a child and the staff signs he/she out, the centre then assumes no responsibility for the child. Staff will only release a child to those authorized on the initial registration forms.

If a staff does not recognize or is unfamiliar with a pickup person, even if the individual is authorized, they will be asked for photo identification (i.e. a driver's license). Children will not be released to anyone who is not on the pickup list. Any changes to a child's pick-up list must be given in writing by the parent/guardian of the child before it will be added to the child's file. In the event that someone who is not on the pickup list needs to pick up your child, a telephone call will be sufficient for that specific day. The individual's full name will be documented, and he/she must show photo ID at pick up time. It is a law requirement that children are not released to any persons under the age of twelve (12) years.

Late pick up fee policy:

Parents/Guardians or those picking up your child(ren) are expected to arrive in enough time to speak to staff, dress your child, gather their belongings, and leave the centre by 5:30p.m. A late pick-up form will be completed by the staff person on duty and must be signed by the parent/guardian upon receipt. The fee is to be paid directly to the staff on duty prior to the child's return to the centre. A second late pick-up will result in a written warning.

Please note that picking up your child habitually late will be documented and forwarded to the Board of Directors and may result in termination of child care services.

Parents will be charged a late fee of \$10.00 per child per 15 minutes (or portion thereof) until their child is picked up. The late fee will be paid directly to the staff. Payment must be received the following day prior to the child being left at the facility. In the event that a parent arrives prior to 5:30 p.m. to pick up his/her child/ren but has not left the building by 5:30 p.m., the parent will be assessed a late fee. Constant lateness will result in the termination of childcare services for the offending family. In case of a discrepancy with regards to time, the staff will always refer to the daycare clock.

Weather Conditions:

In the event of a storm, storm warning, or other weather conditions which may affect the operation of the centre, we will send an email, update Instagram and post a note on the door.

If the closure occurs during the course of the day, parents will be contacted by phone to come and pick up their child(ren) or make arrangements for their child(ren) to be picked up by an alternate as soon as possible.

Please note that if the River East/Transcona School Division is closed due to inclement weather, Created4me Early Learning Centre Inc. will also be closed.

Staff Shortage Policy:

With the presence of staff illness well as other communicable diseases, and other health and safety risks such as inclement weather, there is the potential for staff shortages.

During times when we are experiencing inclement weather, the staff's ability to safely travel to the centre may be impeded.

Created 4 Me. strives to provide high quality care for the children in our centres. To maintain this care, and meet licensing requirements, we must have an adequate amount of staffing, in accordance with Manitoba Early Learning & Child Care regulations.

Although we employ casual staff to assist us when our permanent staff are absent, there may be occasions when Created 4 Me has an insufficient number of staff to provide care for all the children enrolled in our programs.

Our first step will always be to call in casual staff, increase the hours of part-time staff, and utilize the administrative staff whenever possible to address staffing shortages. However, in the case that these options cannot be utilized, and we experience staffing shortages, we will reduce the operating hours of Created 4 Me to accommodate full capacity childcare for a reduced period (e.g. 8:30am to 5:00pm). Our next step would be to reduce the number of children in our care to meet the legislated child-to-staff ratios. Staff will try to contact families as quickly as possible to allow sufficient time to make alternate care arrangements.

Please be prepared and have alternate care arranged in case a scenario arises in which the centre must reduce the number of children in our care. If we are required to reduce numbers, we would implement the following:

- The Director/ designated alternate will review attendance and emails to determine any absence notifications from families of enrolled children to determine if the centre can operate while maintaining ratios as scheduled.
- If we must further reduce our numbers, the Director/designated alternate will choose which room in the centre would be closed. Considering which main staff of each of the rooms are in attendance to meet child to staff ratios.
- Our last resort would be to close the centre for the day/or days until child-to-staff ratios can be met.

No children are to be accepted into care until two staff members are in. Ratio on these days is 2:8, 3:16, 4:24, etc., thus allowing for one staff to be available to deal with phones and emergencies.

In the event we reduce the number of children in our care or close the centre the effected families would be reimbursed childcare fees for the closure date.

Confidentiality:

All information pertaining to your child(ren) will be kept confidential. Parents may have access to their child(ren)'s file upon request. Child information will only be disclosed to a third party once written consent from the parent/guardian has been received. However, your child's information may be provided to authority figures such as the police, child and family services or Executive Director without parent consent.

Legal Orders / Guardianship

Created 4 Me Early Learning Center Inc. requires copies of any legal forms (e.g., custody orders, restraining orders) in the event that parents do not reside together.

Please note: Without the appropriate documents on file, we are unable to refuse a non-custodial parent access to his/her child(ren).

It will be the responsibility of the parent or guardian to notify Created 4 Me Early Learning Center Inc. of any changes to their children's legal status (e.g. name changes, custody orders, guardianship, etc.).

Your Child's Development:

If the Director and or staff think that a child would benefit from having a developmental or behavioral assessment, the parent/guardian will be contacted for permission. The daycare will assist the parent/guardian in completing the necessary steps needed to facilitate this process.

Supply List

- Outerwear appropriate for daily weather conditions (mandatory).
- 2 pairs shoes or runners (1 indoor pair and 1 outdoor pair) (mandatory).
- At least 2 complete change of clothes (labeled) (mandatory).
- Blanket for naptime/rest time.
- Disposable diapers, wet wipes, and other toiletries (mandatory for children toilet training and in diapers).
- A box of Kleenex.
- A box of large ziplock bags.
- A reusable water bottle (mandatory).
- A bib for lunch.

Illness and Injury:

All children in attendance at Created 4 Me Early Learning Centre Inc. are required to participate fully in the program in both indoor and outdoor activities. If your child is too sick for full participation, they may not attend the centre. **Please phone the centre 204-661-2458 to inform of your child's absence.**

If your child(ren) is absent due to illness, parents must notify the centre. This allows us to be aware of children exhibiting “like” symptoms. In case of contagious illnesses, we must post notices for the benefit of all families.

Should a child arrive at the centre with an injury or illness, the staff may request the child be seen by a doctor or seek medical advice.

If the child has symptoms of illness such as fever, vomiting, two bouts of diarrhea in one day or a suspected condition while in attendance, measures will be taken to make the child as comfortable as possible. The parent/guardian will be contacted, informed of their child’s condition and notified to pick them up. If they are unavailable, the emergency contact person will be called.

If your child has a communicable disease, you will be asked to follow the Public Health rules regarding incubation and/or isolation. A doctor's certificate may be required upon re-entry into centre.

Children with the following conditions may not attend the centre. The child may return once the following criteria have been met:

Infectious Disease	Condition Child May Return to Centre
Measles	4 days after onset of rash.
Pediculosis (Head lice)	Once treated and all nits removed.
Mumps	9 days after swollen glands appear.
Strep Throat	24 hours after starting antibiotics.
Red Measles (Rubella)	4 days after the appearance of the rash or until asymptomatic.
Hand, Foot, and Mouth	4 days after the appearance of the rash or until asymptomatic.
High fever	Once fever has subsided and the child is able to fully participate in all aspects of the program.
Conjunctivitis (Pink Eye)	Once on appropriate antibiotics for 24 hours.
Scabies	Once treated (treatment of contacts may be necessary).
Impetigo	Once on appropriate antibiotics for 24 hours.
Ringworm	Once under treatment.
Pertussis (Whooping cough)	5 days after the start of antibiotics or 2 weeks if no treatment is given.
Vomiting	Once vomiting has subsided and the child is able to participate in all aspects of the program.
Undiagnosed skin rash or mouth sores	If there are no open sores, or once diagnosed and given clearance by a physician, or rash

	has subsided.
Chicken Pox	In a mild case the child once able to participate in all aspects of the program.
Giardiasis	Once diarrhea has subsided and the child is able to participate in all aspects of the program.
Diphtheria	Once two negative cultures have been obtained or the child has been on antibiotics for two weeks.
German Measles (Rubella)	7 days after onset of rash and asymptomatic
Diarrhea (not due to medication)	Once diarrhea has subsided and the child is able to participate in all aspects of the program.

All communicable diseases will be posted for parental information. If your child does have a communicable disease, please inform the staff. Confidentiality will be maintained and posting will remain anonymous.

Medication:

If your child is well enough to attend daycare but needs medication, the medicine will be administered providing the following criteria are met:

- Both prescription and non-prescription medication must come in the original container.
- All prescribed medications must be labeled with the child's full name, expiry date, dosage, time, duration, and method of administration.
- The parent/guardian must complete a medication authorization form prior to the medicine being administered at the centre.
- Please note: Created 4 me will not administer non-prescription cough syrup to children under the age of 7.

In addition, the following precautions are taken to be by the centre when handling medication:

Medication must never be left in a child locker

- All medication must be given directly to the staff on duty.
- Medication will be stored by staff in a place that is out of children's reach
- The ECE on duty will be designated to administer the medication.
- A written record will be kept including the type of medication, time and dose, along with the administering staff's signature.
- It is the parent/guardian's responsibility to remember to take the medicine home at the end of the day. Staff are not responsible for returning forgotten medication after hours.

Please note: Many pharmacies will provide two labeled containers for

prescription medication, upon request).

Allergy Alert and Anaphylaxis policy:

Created 4 Me Early Learning Center Inc. has established an Anaphylaxis Policy that describes the roles and responsibilities of all persons attending the centre. Our goal of ensuring the safety of children with a known risk of anaphylaxis depends on the cooperation of the entire community. To minimize exposure and ensure a rapid response to an emergency, parents/guardians, children and staff must understand and fulfill their responsibilities.

All persons must:

- Be aware of what an allergen is and what allergies are identified within the centre.
- Be aware of the appropriate steps to avoid an anaphylactic reaction through such things as proper hand washing, safe food handling, label reading, education and training of concerned parties.
- Be aware of the steps to deal with an anaphylactic occurrence including availability and use of an Epi-pen or auto-injector, emergency contacts and procedures.
- The centre will make every effort to provide a safe environment to children at risk to anaphylaxis through proper training and education of staff and children (developmentally appropriate) in order to provide an inclusive and accepting atmosphere. A detailed copy of our policy is available upon request.

Accidents / Emergencies:

We take every effort to reduce the possibility of accidents and injuries at Created 4 Me Early Learning Center Inc.

All staff members are trained in First Aid as well as Infant/Child CPR. An ECE will administer First Aid or CPR as required in the event of an accident. If necessary, the parent/guardian or emergency /alternate will be contacted.

If an injury requires minor medical treatment, the parent/guardian or emergency/alternate person will be notified to pick up the child and ensure that they receive the necessary medical attention. If no one can be reached an ambulance will be called and a designated ECE will escort your child to the hospital.

If your child should require emergency medical care, an ambulance will be called and a designated ECE will escort your child to the hospital. The parent/guardian will be notified immediately. The staff will remain with the child until the parent/guardian has arrived. The parent/guardian is responsible for the cost of the ambulance.

In the event your child is injured, a report will be written by the staff present at the time of the injury. The detailed incident report will be presented to the parent/guardian within 24 hours. In

the situation where the child requires medical attention, a serious injury report will be completed with a copy being forwarded to the Manitoba Child Care Program. The forms will then be signed by a senior staff and copied (1 copy to be kept in the child's file), with the original being given to the parent. An incident report will be written to accompany the serious incident report.

IT IS VITAL THAT WE ARE ABLE TO REACH YOU AT ALL TIMES. NOTIFY THE CENTRE OF ANY CHANGES IN YOUR HOME/WORK PHONE NUMBER(S) OR YOUR EMERGENCY CONTACT PHONE NUMBER(S).

Child Protection Policy:

Manitoba Regulations require that any suspected child abuse be reported. Child abuse involves an act or omission by a parent/guardian or person responsible for the care of the child, resulting in:

- Physical injury to a child.
- Exposing a child to any sexual activity or behavior; or
- A pattern of behavior that attacks a child's emotional development and sense of self-worth.

If a staff member suspects abuse or has evidence to substantiate a report of abuse, they have a legal and professional obligation to inform Child and Family Services (CFS). The child protection agency will then determine whether an investigation is warranted or not.

Created 4 Me Early Learning Center Inc. strive to work in partnership with parents whenever possible; however, our first priority is the safety and well-being of the children in our care. Parents will only be notified of a report to CFS in cases where the abuse is suspected by someone other than the parents. This will be left to the discretion of the reporter.

Daily Nutrition:

Parents/guardians are expected to provide snacks and lunch from home for their child. It is recommended that the Canada Food Guide is followed.

Children are encouraged to try new foods unless allergies or religious practices prohibit this. Created 4 Me Early Learning Center Inc. is **NUT and PEANUT FREE**.

PARENTS/GUARDIANS MUST ENSURE ALL FOOD ALLERGIES ARE LISTED ON THEIR CHILD(REN)'S REGISTRATION FORMS. FOOD SUBSTITUTIONS WILL BE PROVIDED WHEN NECESSARY.

Parents/guardians are responsible for providing their child(ren)'s lunch. Lunch kits and reusable food containers must be clearly labeled with your child's name. As lunches are left in

your child(ren)'s locker, ice packs are recommended. All lunches should be ready to be eaten or heated (i.e. if your child does not eat the skin of an apple, please have it peeled and cut prior).

Please include the following in your child's lunch bag:

- Eating utensils (spoons and forks) and dishes (plate, bowl) that will assist your child eat their lunch successfully
- A bib if necessary
- glass / ceramic/ microwavable dishes
 - Note: Created 4 Me will not be responsible for foods that are microwaved in non-microwavable containers. The staff will heat your child/ren meals in the containers provided by parents.

Birthdays and special events:

If you wish to celebrate your child's birthday or special occasion in the centre, we would be more than happy to assist. Parents/guardians are welcome to bring in store-bought treats, which are Nut/Peanut Free (must have a list of ingredients on the package).

Your child may bring a nutritious snack from home to eat first thing in the morning or for a late snack...again, please ensure it is nut and peanut free.

Clothing:

Children should wear clothes that are non-restrictive and can get dirty. Shoes should be non-slip, comfortable, and good to run in! At least two complete changes of clothing should be kept in your child's locker daily including indoor and outdoor shoes. Remember – accidents and fun do happen!! Please label all of your child(ren)'s property with their names.

Lockers:

It is your responsibility to keep your child's locker neat and tidy. Check it daily, for wet or dirty clothing, art work, lunch kits and water bottles.

Comments or Concerns:

Comments and concerns regarding your child's day should be brought to the attention of the staff available. While we like to maintain an "OPEN DOOR POLICY", schedules or certain topics of conversation may require that a meeting time be set to properly address the issue. Please note: Concerns regarding policies or fee payment should be brought to the attention of the Director. Should you wish to set up a specific appointment time, please call the Director at 204-661-2458.

Outdoor Play:

In accordance with Manitoba Child Care Regulations, children must partake in outdoor play on a daily basis (weather permitting).

During the **winter months**, the children will remain indoors only in cases of extreme cold (-25 c. or if the combined temperature and wind chill present a Wind Chill Factor of -25 c). During the **summer months** (June through to August), precautions will be taken in regards to high temperatures, UV, Index and humidity.

Children go outside daily in all seasons. Please refer to the following suggested items for each season:

Winter:

- Warm jacket, snow pants, water proof mitts/gloves, warm head covering, neck warmers, boots, and extra socks.

Spring:

- jacket, splash pants, mittens, light weight hat, rubber boots, extra shoes, and extra socks.

Summer:

- Indoor and outdoor shoes. sun hat, light weight clothing that cover arms and legs to battle the bugs and UV rays, sunscreen, bug spray, sun glasses, bathing suit, and towel

Fall:

- jackets, mittens, light weight hat, indoor and outdoor shoes, rain boots.

Sunscreen:

If your child is not in attendance by 9:30am; Parents/Guardians are responsible for applying sunscreen and mosquito repellent to their child (ren). Staff will re-apply throughout the day as needed (April – September).

If you wish, the centre will supply sunscreen at a cost of \$20.00 per child. Cost Subject to change without notice

Nap time / Rest Time:

A rest period/naptime is part of our daily schedule. All nappers will be provided a cot/mat for their own use, as well as a sheet, which is washed weekly. Parents are asked to provide a blanket. All blankets must be taken home weekly to be washed and returned on Monday. If your child needs a cuddly toy to snuggle with at naptime, feel free to send this as well.

After a half hour, should a child not be sleeping, he/she will rejoin the group. Non-nappers will have a half hour rest period during which time they will be encouraged to quite activities, look at stories, or listen to tapes (music or stories).

If non-nappers do fall asleep we allow them to sleep for a minimum of 20 minutes.

Children from age 3 months to 18 months sleep in playpens. When children turn 18 months children will rest on cots.

Soothers & Bottles:

We understand that some children who enter daycare are still attached to soothers and/or bottles. Pacifiers and bottles (provided by parents) will be given out, if absolutely necessary. Children must be sitting when using these items in order to prevent a choking incident.

Children under the age of two are permitted to bring a bottle or soother for nap time. During the day children are encouraged to use sippy cups. As the child moves closer to the age of two we encourage children not to use soothers or bottles at nap time for easier transitioning into the daycare nap area and for good oral health.

Toilet Training:

Created 4 Me Early Learning Center Inc. accepts children who are not toilet trained. Bathroom times are scheduled throughout the day to encourage toilet training. We will work along with the parents to help their child accomplish this. If your child is in diapers, an adequate supply of disposable diapers, wet wipes and powder/creams must be kept at the centre.

Field Trips:

We believe that it is important to expose the children to their local and surrounding communities. We plan to go on a variety of developmentally appropriate field trips throughout the year. When the opportunity arises, we will also bring in speakers/special visitors to share with the children.

Parents will be asked to sign a permission form for all outings (with the exception of outings within walking distance). Parents may be asked to give a donation to help cover the cost of the field trip. Any parent wishing to volunteer their time will be welcome to do so.

Depending on the location of the field trip, your child may walk or take a bus owned and operated by a private company.

Field trips by rental bus:

While en-route, children are required to remain seated. Please be aware that these forms of transportation do not provide seatbelts for the children. Staff will sit intermingled with the children to ensure their safety.

Should there be a field trip that you would rather your child not attend, please inform the centre. The centre will try to accommodate your child(ren). If this is not possible, the parent/guardian will be responsible for making alternate arrangements for care until there is a staff person available at the centre to care for your child(ren).

Transporting children in staffs' vehicles:

We do not transport children in staff vehicles. In case of a situation (for example, in the event of an injury requiring medical attention not by ambulance, or transportation back from a field trip due to an emergency) parents, guardians or emergency contacts will be contacted. If parents, guardians or emergency contacts are not available we will call an ambulance, and the family is responsible for the ambulance costs.

Fire Drill and Evacuation Plans:

In case of fire, the alarm will be activated, and the following evacuation procedure will be followed:

- All staff will immediately act in their designated areas of responsibility. i.e. taking out the first aid kit, blankets and coats, or checking small rooms and escorting the children out of the centre.
- The number one priority is getting all the children out safely and quickly.

Evacuation Procedure:

- The children will be escorted out of the building through the nearest exit.
- Should the children be on their cots, the staff should take the child's blanket to wrap them in.
- In the winter, staff are responsible for grabbing coats/blankets.
- Bathrooms, utility room, kitchen, offices and lockers will be checked for children.
- Once outside, everyone will move to the designated safe area, the Community Center 264 Hoddinott
- The senior ECE is responsible for taking out the daily attendance book and once everyone is outside safely, staff will perform a roll call and a head count to ensure that all of the children are accounted for.
- As part of the licensing requirements, a Fire Inspector from the East St Paul Fire Department inspects the centre on an annual basis. Fire Extinguishers are accessible and maintained annually. The centre is equipped with smoke detectors.

Fire Drills -- will take place monthly and are recorded in the centre's files.

Toy Policy:

Unless requested by the staff for special occasions, please do not permit your child to bring toys from home as they may become lost or broken. Toys which promote violence are not permitted at the daycare ie: guns, swords, power rangers, knives (anything related to fighting). This will be left to the staff discretion.

Loss of heat, power, or telephone policy:

Licensing Regulations state that the centre may not be opened when loss of water, heat, power or loss of telephone access occurs. Fees for daycare cancellation due to emergencies such as heat, water, or loss of telephone for not more than 3 consecutive daycare days are not refundable.

Photographs and Videos:

We may take video or photographs of the children to be used as part of the program. These photographs may be distributed in the centre, to children who are leaving in “good-bye albums”, or may be used for the promotion of Created 4 Me Early Learning Center Inc. A consent form will be issued upon enrollment.

Students & Volunteers

Created 4 Me Early Learning Center Inc. provides students and volunteers with the opportunity to gain work experience in the childcare field. They will be given an orientation of the centre. At no time will students or volunteers be included in the staff to child ratio, nor will they be left alone with children.

Invoices, Newsletters and Correspondences:

All invoices, newsletters and correspondence will be sent via email unless otherwise requested. Information/notices may also be placed in your mailbox or on your child’s locker.

Summary:

These are the existing policies of Created 4 Me Early Learning Center Inc. They are in place to meet and satisfy the needs of the children within our care, as well as to promote and sustain the effective and efficient running of our centre. Please feel free to offer any suggestions you might have. Please note that any changes to this policy manual will be voted upon by the Board of Directors and posted in the Board meeting minutes. The parent manual will be reviewed annually. Thank you for the time spent reading this policy manual, and for entrusting your child(ren) to our care.

APPENDIX A

Created 4 Me Early Learning Centre Inc

CODE OF CONDUCT

Facility Number: 100940

264 A Hoddinott Road
Executive Director: Laura Van Landeghem
Telephone: 204-661-2458

Email: director@created4me.ca

264A Hoddinott Road
East St. Paul, MB
R2E 0H7

CODE OF CONDUCT

At Created4me Early Learning Centre Inc, we strive to provide a safe, caring, learning environment for children, staff and families. We believe in equality and respect diversity.

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
- visitors (i.e. practicum students, outside professionals)

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. Observe, model, and comply with regulations as outlined by MCCP.

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 at individual levels.

BE SAFE, BE NEAT, BE KIND

Developmental Capabilities of Children

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

when determining both expectations for behaviour and consequences of inappropriate behaviour.

Appropriate Use of Technology

All children, parents, staff and others involved in our centre must use e-mail, electronic devices and the Internet according to guidelines that will maintain everyone's confidentiality. Cell phones may not be used for taking photographs of anyone in the centre and posted on any public websites (i.e. Twitter/Face book). This protects people's privacy and the confidentiality of information.

Unacceptable Behaviours

The following behaviours by children, staff, parents and others involved in our centre are unacceptable.

- All forms of bullying (physical, verbal, emotional, social, or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive.
- Harassment, including behavior that degrades, demeans, humiliates, or embarrasses someone that a reasonable person would know is unwelcome.
- All forms of abuse (sexual, physical, or psychological), including verbally, in writing or otherwise.
- Discrimination against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability.
- Actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone.

Proactive Strategies

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

- Having realistic and developmentally appropriate expectations for behaviour.
- Setting up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour.
- Planning a program based on children's interests and developmental needs.

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

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

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

Consequences for Inappropriate Behaviour

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

- 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.
- Provide behaviour reports outlining the incident as a form of communication with parents/guardians which will be used as a form of documentation.

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

- Having a formal or informal meeting with parent/guardian to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future

- Giving a written warning that outlines specific concerns and consequences if the behaviour continues.
- Using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour.
- Accessing outside resources for help, such as:
 - A behavior specialist or other professionals to help staff understand and reduce a child's inappropriate behavior.
 - Child and family services to access parenting supports.
 - Mediation services to resolve conflicts between adults.
- The Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behavior involves discrimination or harassment.
- The police to assist with threatening behavior.

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

- Suspending or dismissing a staff member.
- Suspending or withdrawing childcare 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.

APPENDIX B

Centre Technology Policy

Created 4 Me Early Learning Center Inc. 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 do not use cell phones and other personal electronic devices when they care for and supervise children.
- 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 or the Executive Director or designate other will develop the pictures from a memory card and the data will be 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.
- Public social networking web sites (for example, blogs, MySpace, Facebook, etc.).
- Public networking or file sharing sites (like Photo-Bucket, Flickr, YouTube, etc.)
- Created 4 Me employees are encouraged not to accept children as "friends" or "buddies" when using social networking sites such as Facebook or MSN.
- Any photos taken during business hours are the property of Created 4 Me Early Learning Center Inc.
- If a family/staff member requests photo from an event, permission must be signed by the families of the children in the photos.

APPENDIX C

Centre Enhanced Safety Plans for the following locations are available upon request:

- 264A Hoddinott Road
- 3950 Raleigh Street

Please email the Executive Director to receive an electronic copy.



Early Learning Centre Inc.

DAYCARE PARENT MANUAL

AGREEMENT WITH PARENT POLICIES FORM

This form must be signed before the child will be in attendance.

I (we) certify that I (we) have read and understood all the conditions, policies, and procedures in the Parent Manual Package. I (we) agree to abide these policies as outlined.

I (we) agree to abide by any further policies and / or policy amendments that may be made by the Board of Directors of Created 4 Me Early Learning Center Inc.

(Date)

(Signature)

(Date)

(Signature)