



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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Created4Me Early Learning Centre

Created4Me 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. Created4Me 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 October. 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 Created4me Early Learning Centre Inc are:

Daycare Centre

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

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

Mission statement

"To provide quality child care 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 intellectual. 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 and
- 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 child care 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 child care 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. With this in mind 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.

Parent Involvement Continued:

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 December.

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 in Adventure Room (2-6 years)

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

Staffing:

The child care 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 certification.

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 Infant Curriculum Statement

Created 4 Me Early Learning Centre Inc offers a child-centered, family-oriented Infant program that is designed to promote a developmental approach to the social, emotional, physical and cognitive growth of each child. We believe these areas of growth do not evolve separately, but rather support and strengthen each other.

We try our best to follow the "best practice" standards of quality care in all aspects of our program, including staff qualifications and ongoing training; health, safety and security; program requirements; room arrangement and the daily routine care and well-being of each infant enrolled in our program.

Parents are the infants' first 'teachers' and are the most knowledgeable about their infants. Educators (ECEs), through education and experience, have a wide general knowledge of infants and their developmental stages. With both these sources of information working together the infant, the family and the Educator all benefit. The importance of the partnership between parents of children and Educators at Created 4 Me Early Learning Centre is never greater than when it is applied to infants. Good, honest communication is a necessity when the infant is of an age where they are unable to verbalize their needs. Learning to distinguish between the infant's 'hungry' cry, the 'tired' cry and the 'frightened' cry is easiest when the parent is involved and consulted during the initial days of child care. Parents and Educators at Created 4 Me will need to develop a mutual respect for each other and understand the importance of the partnership on which they are about to embark. Developing a partnership with the parents of infants is one of the most important jobs that the staff of an infant room in a child care centre will have.

All new infant families will be provided with an orientation and encouraged to participate in orientation visits to our child care centre. This allows our Educators, parents and infants to begin to develop positive relationships. It is absolutely critical that the infant be provided with ample time to develop a trusting relationship with one consistent Educator at the C4M before the parent leaves the infant for any length of time at the centre.

A gradual introduction to the infant room is encouraged in order that s/he has the opportunity to develop trust in the new situation and to begin to develop a bond with the infant primary and secondary caregiver. The length of the orientation for

the infant to the infant room will vary greatly from individual to individual. It will depend on the developmental stage of the infant and his/her readiness to stay in the infant room without his/her parent. Trying to rush the process and make the infant remain without his/her parent before the infant is ready will make the process for all concerned lengthier and more difficult. For the first few days the infant visits for only a short time and with his/her parent. The primary and or secondary caregiver uses these visits to begin to develop a relationship with the infant. Only when it appears that the infant has begun to trust his/her primary / secondary caregiver should the parent leave the room and only for a very short time to begin with. At this time the parent should remain on-site and be available to return should the infant show signs of distress that the primary caregiver is not able to allay relatively easily. This process continues with the parent leaving for longer and longer periods until the infant is comfortable being left. When the infant is given the opportunity to trust the new situation through a gradual transition to a full day, the benefits are far-reaching. If s/he is not given the opportunity to form an attachment successfully with their primary caregiver in the centre, the negative effect on the infant's development can also be far reaching.

Communication With Parents

Open communication between the infant's primary caregiver and the parents is essential. This can only be achieved when there is trust between the two parties. Having the required information in order that the needs of the infant are met depends on sharing information on a daily basis. The parent needs to know:

- when the infant slept during the day and for how long
- what the infant ate/drank during the day
- when and how often the infant urinated and had a bowel movement during the day.

In turn, the Created 4 Me Educators in the infant room needs to have information on the infant's sleep, eating and elimination patterns prior to coming to the centre. If this information is not shared the infant's health can be affected. Information is also available to both the Educators and the parent about when the infant is likely to be hungry or need to sleep, allowing the needs of the infant to be more easily met. If an older infant has not napped well at the centre, s/he may need an earlier bedtime than usual that evening.

At Created 4 Me we have found the most useful and simple way to provide and obtain the required information is the use of a daily report. It does require a little time to fill in this type of report however, it provides a concise and complete summary of the essential information. This report also includes information of a more general nature, for example the child's mood or medical information, thus making it easier to care for an infant appropriately. It is very useful to have a chart that is divided into two sections. The first half is completed by the parent at drop-off time and the second part is completed by the primary and secondary caregiver throughout the day to provide daily information to the parent. If the parent does not drop off or pick up the infant the report can be sent home in the diaper bag to the parent. The parent completes their part of the chart and sends it in with the infant's belongings the next day.

Communication with parents on more general matters is also important in developing and maintaining positive relationships with parents. These include:

- talking with parents at drop off/pick up times
- informing parents about exploration and the importance of play through various newsletters throughout the year, providing parents with articles or resources provided by the coordinator and or verbally. We also provide or post photographs of the children engaged in play for parents to view. We document either in the children's daily report or at the bottom of the photograph what we observe through the eyes of an ECE.
- regular telephone calls or letters which keep a parent connected, particularly if it is not the parent who regularly picks up or drops off the infant
- newsletters with general information for all families
- A parent bulletin board with information such as the current Child Care Services license, menus, any up-coming events, information sheets that may be relevant to parents and so on
- social events for families, children and staff; for example a summer picnic or a holiday
- regular individual meetings (if needed) will be scheduled with parents of each infant to share information and discuss the infant's development

Infants change dramatically between the ages of birth and two years. It is the time of life when development takes place most rapidly. The needs and abilities of the newborn are vastly different from that of a two year old. The developmental level of each infant must be recognized and understood. This means that Created 4 Me will need to adapt on an on-going basis to meet the changing needs of every

infant in the room. The fact that there will be a maximum of four infants in our infant room, a minimum of one trained Educator for every four infants and that each infant will have a primary and secondary caregiver who knows the infant very well allows for the needs of all the children in the infant room to be met. Age may provide a very rough guide but it is essential to recognize that each infant is a unique individual with particular strengths, needs and interests. The pattern of growth for each infant is unique. All children pass through the same stages in the same order but at different rates and at different ages. Development is not a steady progression. At times there will be rapid development in one area and very slow development in another.

As infants grow and develop, our infant program and activities at Created 4 Me must change and develop also. One of the major responsibilities of the infant Educators is to be knowledgeable about their development. These Educators must recognize the stage each infant has reached in each of the areas of development and understand what the next stage will be. In this way the program can be structured to provide the support that each infant requires.

At Created 4 Me we believe Primary Caregiver practices and having a Primary Caregiver arrangement in place is extremely important to children. Infants who have a consistent caregiver, who are attached to their caregiver and who feel secure, respected and loved develop trust and self-esteem. This in turn, leads to long-term positive effects on the child's development. Care must be taken to insure that infants are cared for by a consistent Educator who is responsive to their needs.

Attachment is the key component of a good daily program for infants. Attachment is the bond of trust and caring that develops between an infant and the parent or caregiver. Infants generally exhibit certain behaviors around adults, such as making eye contact, scanning the adult's face, smiling or crying. These elicit caring responses in the adults around them. Attachment with the parent (and the caregiver) is necessary to build trust and to ensure that the child feels safe in the big world around them. Optimal child care practice for infants cannot happen without attachment. While the parent will always be the person to whom the infant has his/her primary attachment, infants have the ability to form a similar bond with a variety of adults without affecting the parent-child bond.

The Created 4 Me Primary and Secondary caregivers will never take the place of the parent and should not attempt to do so. These Educators have the responsibility of establishing a bond that is secondary to that of the parent. Infants have a great need for consistency. This is how they feel safe and learn to

trust the world around them. Inconsistency in the person providing the care from day to day is very disruptive for the infant who is trying to attach to the caregiver. We believe the infant needs to be able to recognize the sight, sound, smell and feel of the person providing the care before the infant can trust that person. Trust is essential for the emotional, social and intellectual development of an infant. In order to help the infants in our program form an attachment to our Educators, a Primary and Secondary caregiver system is in place.

In a primary caregiver system an ECE is responsible for the same infant(s) every day. Care giving is primary in two senses.

1. The Educator has primary responsibility for an infant.

The infant has one or two educators who:

- holds, feeds and changes the infant and makes every effort to get to know the infant and let the infant get to know them.
- provides the majority of the care
- records and interprets observations on that infant are kept in the administrative office in a locked filing cabinet.
- records the daily summaries of the infant's feeding, sleeping and elimination patterns
- communicates with that infant's parents when the content is of a serious and/or confidential nature

2. The Educator provides care at prime times

The care is primary in the sense that prime times are the responsibility of the primary caregiver.

Prime times include:

- the personal care of the infant
- going to sleep and waking up
- communication with the parents/guardians of the infant

"Primary" does not mean exclusive. The Educator and infant are not an isolated unit in the infant room. They are part of a social group. Other Educators will interact and provide care for the infant on occasion and should feel free to communicate with all parents who have infants in the room. However, every infant will have an Educator in the room who has the primary responsibility for his/her care. It is the primary caregiver's job to empower parents and infants by translating their individual concerns and needs into action.

Routine Times

Much of the "program" for young infants is made up of the care giving routines of the day; feeding, changing and sleeping. The day is organized so the infants can be tended to according to their individual schedules. For the younger infants especially, the routine times provide the opportunities for our educators to build the infant's trust in the educator and for the educator to provide learning opportunities for the infant. One of the main goals during times when the infant's physical needs are being met is to perform these tasks in ways that promote the infant's development in areas such as language, emotional and social development.

Young infants must be held while being bottle-fed. Under no circumstances will a baby bottle be propped no matter how close by the educator may be. The infant needs to have the security of the human contact and the totally focused attention that results from feeding an infant "in arms". Older infants may prefer to hold the bottle themselves and will be allowed to do so. The infant's sleeping and eating patterns will be reflective of the routines at home and of the individual infant's needs. All infants will not be on the same schedule. Infants, in particular, at Created 4 Me Early Learning Centre Inc. must have their needs met on their own timetable rather than expected to fit into a schedule for the group.

Arrival and Departure

In the infant program at Created 4 Me, every effort is made to ensure that the child is met by the primary caregiver (or the secondary caregiver who is familiar with the child). Parents must be encouraged to complete their portion of the daily report and to chat with the staff about what the infant has experienced since they were last in the centre. At departure time parents must be encouraged to read the daily report so that they will know about the care provided during the time at the centre. This exchange of information is a necessity for appropriate care to be provided for that infant during the day.

Snack/Meal Times

Children under age twelve months of age must be fed according to their own schedule as determined in consultation with their parent/guardian. As children reach the one to two year mark and are able to sit unaided, they are likely

beginning to eat lunch and snacks at routine times of the day that match the routines of other young toddlers. At this time they will greatly benefit from group mealtimes and snack times.

In addition to receiving nutritious foods and learning about hygiene, nutrition and appropriate behavior at the table, mealtimes and snack times provide more opportunities for C4M educators and infants to develop their relationships with each other. All of these are most easily done in an atmosphere that is relaxing and enjoyable. To enable the educators to help older infants self-feed and to promote acceptable behavior at the table, we have a four seated table that the infants sit in. At meals times an educator will sit and eat a child-size portion with the older infants. The Educator provides a role model for appropriate behavior such as making conversation at the table and how to use the napkin. S/he also guides behavior such as, "Take one sandwich for now. If you are still hungry when you are done you can have another." and "Jimmy is asking you to pass him the plate of orange slices.

Nap/Quiet Time

In the infant program at Created 4 Me, we do not have a separate sleep room. Children in our child care centers must be supervised at all times and this includes infants both awake and asleep. As the infants waken, they have quiet play activities available to them to ease the transition from sleep to play before moving into the next part of the schedule such as snack or outdoor play. Infants in our care will be allowed to wake on their own, when they are ready. Where a parent requests that the infant be wakened, the matter should be discussed and a mutually agreed upon arrangement reached. The best interest of the child should be the deciding factor. When this must occur children will be wakened gently and gradually integrated into the activity in the home room.

All children learn through play. Young infants explore the world with their hands and their mouths, older infants creep, crawl and toddle to the action. Through this exploration of the world they develop their independence, self-esteem, their language, their intellect and their social skills. When there are infants of different developmental stages sharing the same play space, flexibility is a necessity. The layout and the program must change and evolve to meet the needs of the particular age range of infants currently being cared for. The primary and secondary caregivers will spend much of his/her time on the floor with the infants as they play.

Infants develop new skills every day. They explore and learn about their world through their senses and emerging motor skills. They are born curious and ready to learn. In the Created 4 Me Infant room we create infant learning environments to provide experiences that respond to infants' natural curiosity and emerging skills. There are multiple sources of developmentally appropriate stimulation in the room. Learning and development for infants includes their total experience within the learning environment. It is critical that our learning environment is physically safe and clean so that infants can safely explore and interact with the other children, adults and materials in the room. The environment is designed to be warm, safe, inviting, and challenging space for the various ages of infants, and we continue to modify the space as each infant grows. Educators keep track of developmental changes and set appropriate goals for each child - goals that serve as guidelines in planning activities and deciding what materials to offer for the group and individual child.

Your baby will learn about his/her environment through exploration. Infants learn at their own paces by touching, tasting and vocalizing, and through their own play. Educators help to facilitate play by giving each infant the opportunity to be in control of his or her own experiences and make discoveries on their own. Therefore the infant environment is set-up to encourage exploration and discovery that is both planned and spontaneous. Planning learning experiences around themes is not necessary for infants however in our infant room we accentuate the children's day with art, sensory, and other activities that have a common theme. Infants do not need their environment to be arranged by learning centers, however, the learning environment includes symbolic, sensory, literacy, curiosity, movement, music, and outdoor experiences. The room is designed with objects that hang for visual stimulation, textures and colors throughout, and small manipulative toys that even the youngest of infants can grasp and mouth. As the infants become mobile and are able to crawl and pull up, they begin to use pull-up and climbing structures, as well as tunnels to crawl through, mirrors to look in, and many kinds of toys that can be pushed, pulled, opened and closed. Walks and outdoor experiences are provided on a daily basis, weather permitting.

Infants benefit most from individualized care and should be allowed to follow their own schedule for eating, sleeping and playing. Infants are dependent on close, nurturing relationships as the source of positive physical, social, emotional and cognitive growth. Infants learn about their world by observing adult reactions. They develop best when they are assured of having a trusted caregiver who can

read their cues and respond to their needs. We understand child development and how infants learn and are able to read and respond to their needs and behavior.

Language development is particularly crucial during the infant period. We provide many opportunities for infants to engage in meaningful dialogue. We acknowledge and encourage the infants' forms of communication. We actively use and teach American Sign Language with the infants. Baby sign gives the non-verbal child the ability to communicate and helps to alleviate frustration while they are gaining their verbal skills.

This includes setting up an age appropriate learning environment and providing appropriate levels of stimulation for each infant. Parents may sometimes worry that if their infant becomes attached to an Educator that it will somehow weaken the attachment that they have as a parent with the infant. Nothing could be further from the truth. A responsive Educator will reassure the parent that the parent-child attachment is the strongest attachment, that without that parent-child attachment the child would find it difficult, if not impossible, to thrive in a child care environment. The Educator-infant attachment is a necessary secondary attachment. Infants who have consistent care givers, who are attached to their care givers, and who feel secure and respected develop trust and self-esteem, leading to long-term positive outcomes for the infant. Infants must be provided with care by a consistent person who is responsive to the needs of the infant. From a foundation of trust and security, the caregivers at Created 4 Me encourage independence and experimentation. By arousing curiosity and interest, infants are motivated to engage in new challenges. These experiences stimulate the development of the "whole" child. We value the need for each infant's schedule to remain consistent with their schedule at home and try our best to accommodate this need. We follow the individual schedules of each child for sleeping and eating, although breakfast, lunch, and snacks are incorporated into our flexible daily schedule so that babies have the opportunity to socialize with one another. As the year progresses, new finger foods are introduced, and Educators help babies learn to drink from cups.

We strive to satisfy each infant's need for a close physical and emotional attachment. As we foster this bond, we hope to become an extension of the family unit, working cooperatively to support both family and child. Connections between home and center practices are established to maintain consistency in care and to provide parent support. Infants are given love, emotional support, and affection throughout the day.

In addition to meeting all direct care needs, staff aim to provide a warm, nurturing environment and as many one-to-one interactions as possible. Both diapering and feeding times provide additional opportunities for Educators to give individual attention to each child. The changing table is an inviting place, with hanging toys that can be played with. Infant and Educators can exchange smiles, gurgles, and giggles while a diaper is changed. At bottle time, infants are very relaxed while sitting in an educators lap in a cozy rocking chair.

During nap time the room is darkened with cloth fabric, music plays continuously; each child has his or her own crib with sheets, blankets, and a soft toy from home to make them feel secure. Educators help infants go to sleep with rocking or back rubs. Infants are never left unsupervised or unattended while in our care.

The early childhood program environments at Created 4 Me look and feel welcoming for all children and reflect the diverse world in which we live. In addition to being bright, colorful, safe and clean, it includes children's artwork and shows the diversity of the world through the supply of age-appropriate toys, dolls, books, magazines, pictures and musical instruments. Because what is in the environment, as well as what is absent, provides children with essential information about who and what is important, every effort is made to create a setting that is rich in possibilities for exploring diversity.

By creating a learning environment that respects diversity sets the scene for fostering childrens positive self-concept and attitudes. Such an environment assists children in developing positive ideas about themselves and others, creates the conditions under which children initiate conversations about differences, and provides the setting for introducing activities about differences and creating fair and inclusive communities.

The Environment at Created 4 Me provides opportunities to explore cultural diversity include baskets, pillows, mobiles, made from a variety of materials, puppets, rugs, wall hangings, eating and cooking utensils, recordings of music in many languages and other objects that reflect the world's cultures. The Children can explore diversity in family structure, gender roles, and abilities if their environment contains materials such as dolls, books, dress-up clothes, puzzles, manipulatives, and dramatic play materials that depict a variety of family structures, gender roles, and people with a variety of disabilities.

Created 4 Me Early Learning Centre Inc. incorporates the following into our infant and other programs and environment to create an inclusive, diverse setting:

- images of the children and their families and/or caregivers as well as images of staff
- images that accurately reflect people's current daily lives in Canada, including home, work and recreation
- images of children and adults that represent all groups in the children's community
- images of all the cultural groups across Canada and in the world
- images that show people of various cultural groups and ages engaged in both similar and different activities
- images that reflect diversity in gender roles
- images that show diversity in family styles and configurations
- images that depict diversity of abilities and body types
- images of employees upon entering our facility
- our snack menu reflects a variety of enriching ethnic foods (such as Matza crackers, Quesadillas, & Bannock)

The language we use in the infant room and in other interactions with the children is very important. For example, we use terms such as people of color, people with disabilities as opposed to disabled people, and wheelchair-users as opposed to wheelchair-bound. Created 4 Me Educators use language such as caregiver, a grown-up in your home, or the person in charge, rather than just using the term parents. We use inclusive language not only to promote diversity, but also as an educational tool.

Educators work extensively with each family to meet the individual needs of their infant in order to provide a positive and rewarding childcare experience!

Behavior Management Policy:

In accordance with Regulation 11(1) of the Best Practices Manual for Child Care Centres, Created4Me Early Learning Centre Inc. **does not** permit, practice or inflict any form of physical punishment, verbal or emotional abuse, or the denial of any physical necessities to any child in attendance at the centre.

The children of Created4me Early Learning Centre Inc. are guided through positive reinforcements. The children are provided 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

Behaviour Management Policy Continued

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

However, 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 remove the child from the play experience. Once the child is calm and staff feel the child is ready to rejoin the group, he/she will return to the play experience. We understand that it is normal for children to display inappropriate behaviours at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations and consequences for such behaviours.

If a child continues to display undesirable behavior and is jeopardizing 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 these concerns.

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. Child care Coordinator, Behaviour specialist) from the Manitoba Child Care Program or an outside professional to assist the staff. 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, the Executive Director will meet with the parents at which time the parents may be asked to withdraw their child from care.

Abuse, violence or aggressive behavior that endangers the child, other children, staff, equipment or building will not be tolerated. Offences will be documented and after the third offence, child care services will be terminated.

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

Family and Center Compatibility continued

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 child care 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:

Created4me 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 supports to meet their needs, to give all children the opportunity to develop physically, socially, emotionally, and intellectually to their fullest potentials. Children are recognized as individuals and are supported as such.

A respectful partnership is created between families, the child care program and other professionals. Mutual support is established by sharing information between the home, the child care centre and outside professional recommendations. This information will be used to ensure the child's needs and abilities are met as required.

All child care 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:

Created4me 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. Created4Me 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
Louis Riel 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 day a calendar year. TWO of these days will be used in May to attend an annual conference. 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 child care centre's. In the event that a child attends longer than the recommended time, the parent account will be charged \$10.27 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.

Fee Payments Continued

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 child care 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 **child care services will be terminated.**

Once services have been terminated, any fees still outstanding after 30 calendar days will be referred to a collection agency. Created4me will no longer accept payments. The family will be responsible for all outstanding fees including late fees as well as any incurred collection charges.

Infant Parent Fee Policy

Please note: If your child turns 24 months old and there is not a space in our preschool rooms parents have the choice to either withdraw their child or continue to pay the infant parent fees until a space becomes available.

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 January of the next year, a receipt will be issued for the total amount of child care 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 child care arrangements for their child if it becomes

Withdrawal of a Child Continued

apparent that a child is not adjusting to the child care 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 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 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.

Arrivals and Departures Continued:

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 pick up 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

Weather Conditions:

In the event of a storm, storm warning, or other weather conditions which may affect the operation of the centre, please listen to 68 CJOB radio station to see if the centre will be closed on the day in question.

Weather Conditions Continued:

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 in order 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
- plastic cup for milk at lunch and all utensils for lunch (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) will be 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.	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.
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. 5 days after the start of antibiotics or 2 weeks if no treatment is given.
Pertussis (Whooping cough)	

Vomiting	Once vomiting has subsided and the child is able to participate in all aspects of the program.
Undiagnosed skin rash or mouth soars	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 disease will be posted for parental information. If your child does have a communicable disease please inform a 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
- One staff person 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 at an incident report will be written by the staff present at the time of the injury. The 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 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. strives 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 re-usable 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.

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

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). To reduce cross contamination we encourage parents/ guardians to purchase a Nut / Peanut Free cake/ muffin mix (Betty Crocker) for the children to make themselves at the center.

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

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 dishes.

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:

- snow pants, water proof mitts/gloves, ski pants, neck warmers, boots extra socks

Spring:

- jacket, splash pants, mittens, light weight hat and 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, 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 lay quietly, look at stories, or listen to tapes (music or stories). It is encouraged that you send a blanket for your child to rest with so as to ensure that they are comfortable during this rest period.

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 sip 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 feat! 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 will 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 will 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, take a transit bus or a bus owned and operated by a private company.

Field trips by transit or 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.

Field Trips Continued:

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, transportation to school due to missing the bus 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,

Fire Drill and Evacuation Plans Continued:

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 occur. 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 child care 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

CODE OF CONDUCT Continued:

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 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

CODE OF CONDUCT Continued:

Unacceptable Behaviours Continued:

- 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

CODE OF CONDUCT Continued:

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

CODE OF CONDUCT Continued:

Consequences for Inappropriate Behaviour Continued:

- 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 child care services because of a child's or family member's inappropriate behaviour
- in the case of a visitor, not allowing the person to return to the centre
- contacting the police and/or child and family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person

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.

Centre Technology Policy Continued:

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
- social networking web sites (for example, blogs, MySpace, Facebook, etc.)
- public networking or file sharing sites (like Photo-Bucket, Flickr, YouTube, etc.)
- any other type of Internet website excluding created4me.ca
- 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 photos 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)

