

# **Taché Early Learning Centre Inc**

## **Parent Policy Manual**

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tachedaycare@gmail.com

**Site 1:** Infant / Preschool: 480 Senez St.

Phone: (204) 878-2286

**Site 2:** Infant / Preschool: 624 Seine Ave

Phone: (204) 878-3666

**Kindergarten Program:** DTS: 425 Senez St

Phone: (431) 348-0059

**School Age Program:** 1298 Dawson Rd

Phone: (204) 878-4155

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## **INTRODUCTION**

Taché Early Learning Centre Inc. is a licensed, non-profit organization, operating within the framework of Manitoba’s Community Child Care Standards Act and Child Care Regulation, which provides programming for children ages 12 weeks to 12 years. The centre is also a registered charitable organization.

Manitoba’s Corporations Act requires that a Board of Directors govern the centre and the members elected by the membership. Elections are held every November at the Annual General Meeting. As a member of our centre, one parent from each family is expected to attend the Annual General Meeting. We hope that you will consider running for a position on the Board.

This Parent Policy Manual outlines the philosophies, goals, objectives and policies of the centre. Please familiarize yourself with the manual and complete the consent form via Fastoche. If you have any questions or concerns, please contact the centre Director.

## **WELCOME**

We would like to take this time to welcome your child/children and family to Taché Early Learning Centre. Our team of Early Childhood Educators look forward to working with your child/children. We ask that parent(s) read through this Parent Policy Manual and keep it for future reference. Please visit our website at [www.tacheearlylearningcentre.com](http://www.tacheearlylearningcentre.com) for up to date information. Please read, sign and return all documents as per the Fastoche email sent.

Our team of professional educators delivers a childcare program which provides play-based programs because young children learn and develop best through play. During play, children learn social, emotional, physical and cognitive skills such as communication, cooperation, cause and effect, self-regulation, coordination, prediction and many other helpful skills. A quality play-based program allows parents to work, or go to school, knowing their children are receiving the care they need. Our educators get to know each child and family and build respectful relationships..

## **PHILOSOPHY**

Each child is a unique individual with rights for love, respect and quality childcare in a

warm and nurturing environment. We believe that children learn through play and self-exploration. Children are provided with opportunities to grow socially, emotionally, physically and intellectually. Children are encouraged to develop self-confidence, independence, creativity and appropriate social skills. They will have the opportunity to learn problem solving skills, become capable of thinking for themselves and gain respect for one's feelings, property and environment.

Our team of professional educators provides quality care to all children by delivering a safe and nurturing environment. Since parents play the most important role in their child's life, it is of utmost importance that parents/guardians and the childcare staff develop a trusting relationship and share information regarding their child/children with each other. This combined effort will indeed enhance shaping your child's development.

## **OUR VALUES**

- Taché Early Learning Centre Inc. offers its services to all families and their children, regardless of backgrounds, beliefs or abilities.
- Families are valued for their commitment to work /education, home and the community.
- Children have the right to a safe, secure and developmentally appropriate program and environment.
- All employees are valued for their vision, their commitment to children and families as well as their education, experience and commitment to the profession of early learning and childcare.
- We value what we may learn from each other in a respectful and caring environment.

## **OUR GOALS**

Our program goals are to provide:

- A safe, loving and nurturing environment for children in our centre.
- Opportunities for self-discovery, child-initiated play and teacher directed activities.
- A stimulating program which responds to children's interests and needs.
- A consistent routine with supportive guidance for children.
- Opportunities for parent involvement and participation on excursions, attend board meetings, fundraising and volunteering at one of our special parties or events.
- Well-trained, professional and caring Early Childhood Educators and Early Childhood Assistants.

Our goals for your children are to develop:

- A sense of responsibility. Responsibility is the process of making choices and accepting consequences for those choices.
- Respect for themselves, other individuals and the property of others.
- Social skills such as sharing, turn-taking, cooperation, cleaning up after themselves and manners.
- Positive self-esteem by encouraging children to take on new challenges, to learn from their errors and failures and by providing positive reinforcement and encouragement.

## **INCLUSION AND DIVERSITY POLICY**

Taché Early Learning Centre is committed to providing an inclusive, welcoming environment where all children are valued and supported. We recognize that some children may require additional support to fully participate in our program. We value diversity and inclusion as essential components of our program. We welcome and celebrate differences in race, ethnicity, culture, religion, language, ability, and family structure. We believe that every child and family in our care deserves to be seen, heard, and respected, and we strive to create a safe and supportive environment where everyone feels welcome and valued. We recognize that diversity enriches our community and helps us grow as individuals and as a society.

Inclusion refers to the enrollment of children who may require additional support due to developmental delay, disability, medical needs, or other identified support. Children of all abilities have equal access to participate in a quality program.

To ensure the safety, wellbeing, and quality of care for all children, TELC operates within defined staffing, training, and resource limits. Where possible and within available resources, reasonable adjustments will be made to support children's participation in the program. The waitlist identifies children who require additional support. It is important that the families discuss these needs to ensure support is put in place prior to enrollment.

- Supports may include
  - Adapting the indoor and outdoor environment so all areas are accessible
  - Adapting routine and schedule to support all child needs so they can participate in all aspects of the program
  - Apply for funding from Manitoba Early Learning and Child Care Program to ensure enhanced staff support for the child while at the center.
  - Meetings are set up with the educators and families to discuss support and needs of their child. This may be in an informal setting or a formal setting (IPP meeting)
  - Staff training through professional development opportunities, collaborating with professionals and specialized training in specific procedures
  - The need to maintain quality care for all enrolled children

- Collaboration among professionals to design a program so everyone develops to their fullest potential Outside resources which are made available to the centre written consent will be obtained before any collaboration between educators and other professionals

**Other professionals** may include but are not limited to the local schools (teachers, guidance counselors) , Occupational therapists, Physical therapists, Speech therapists, ISP coordinator, Child Development Clinics, URIS nurse, Public Health Nurse

**Enhanced Ratio** is a term which is used when children require some changes or adaptation of their environment in order to achieve their maximum potential.

- An educator will be assigned to ensure all aspects of the child's program follow policies and regulations.
- With indirect and direct consultation with Resource Agencies and therapists, the centre will follow clearly outlined recommendations presented at team meetings in order to ensure meaningful inclusion practices.
- An Individual Program Plan (IPP) will be prepared collaboratively with parents, professionals, the Child Care Coordinator and selected childcare staff, so as to reflect the child's day outlining where direct support and/or alternate activities are required. The plan will be reviewed annually to ensure necessary updates and changes are discussed, and the plan is adapted to best meet the child's current needs.
- All staff will work together with parents to ensure a meaningful and comfortable experience.

Children with diverse needs will be:

- Entitled to the same hours and days of attendance available to all children; and
- Included in all aspects of our program including group activities and routines, through accommodations, modifications and extra support when required.

All parents, including parents/guardians of children with diverse needs, are encouraged to participate in various aspects of our program including becoming active on the Board of Directors or sitting on a committee and attending Individual Program Planning meetings for their child/children.

The centre believes in taking a leadership role in advocacy activities on behalf of high-quality inclusive childcare. Examples of advocacy activities include working with government officials to change rules that limit the inclusion of children with special needs, and training and presentations on inclusion to staff, associations and the community.

## **Land Acknowledgment**

Taché Early Learning Centre acknowledges that we are gathered on Treaty 1 Territory - the original lands of the Anishinaabe, Cree, Oji-Cree, Dakota and Dene Peoples. We acknowledge that Manitoba is located on the homeland of the Red River Metis.

## **CONFIDENTIALITY POLICY**

To protect the privacy and safety of all children, **parents, guardians, and visitors are not permitted to take photographs or video recordings** of children while on the centre premises, including during drop-off, pick-up, and events. This includes all personal devices.

The centre may take photographs or videos for educational or communication purposes **only with written parental consent.**

Information about your child, verbal or written, will only be released under the following circumstances:

- In case of an emergency or injury to your child, information may be released to the police authorities or medical staff attending to the child.
- At the request of a parent/legal guardian of the child.
- To assist employees of our centre in caring for the child.
- In cases of suspected abuse, to the appropriate Child Services Department.

## **OPERATIONAL INFORMATION**

### **CONTACT INFORMATION**

Taché Early Learning Centre Inc. is located in the community of Lorette, Manitoba.

Mailing address:	480 Senez St, Lorette, MB R5K1A8
Fax:	(204) 878-4501
Email:	tachedaycare@gmail.com
Site 1: Infant and Preschool address:	480 Senez Street, Lorette, MB, R5k1A8
Telephone:	(204) 878-2286
Fastoche Text	(204) 674-3146 (for text purposes only)
Site 2: Infant and Preschool address:	624 Seine Ave, Lorette, MB, R5k1A8

Telephone:	(204) 878-3666
Fastoche Text	(431) 699-0524 (for text purposes only)
Kindergarten program address:	425 Senez St, Lorette, MB, R5K1A8
Telephone:	(431) 348-0059
	(204) 690-0880 (for text purposes only)
School Age Program address:	1298 Dawson Rd, Lorette, MB, R5K1A8
Telephone:	(204) 878-4155
Fastoche Text	(204) 690-0880 (for text purposes only)

## HOURS OF OPERATION

Taché Early Learning Centre Inc is open from 6:45 a.m. to 5:45 p.m. (times are according to the clock at the centre), Monday to Friday, with the **exception** of the following days, which fall on a weekday or alternate day when on a weekend (usually the first regular workday following the weekend):

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

\*\* The Board recognizes the importance of professional development of our staff. We will close on the first Friday of March, the first Friday of June and the first Monday of October so all staff can attend professional development days. This allows staff to enhance their skills and continue to provide a quality program. Parents will continue to be responsible for paying fees for all closure days. This practice has been approved by the Manitoba Early Learning and Child Care office.

The Centre will close at 1:00 p.m. Christmas Eve and New Year's Eve.

## **CENTRE CLOSURES**

Taché Early Learning Centre INC makes every effort to remain open and operate as per our schedule. However, there may be emergency situations where this is not possible. We are committed to the safety and wellbeing of children, families, and staff. In the event of severe weather or storm conditions, the centre may close or alter operating hours as a safety precaution.

Families will be notified of closures or changes as early as possible by email and text. Where conditions worsen during the day, families may be required to collect children early.

In the event that a storm develops during the day, the centre closure will be consistent with the Seine River School Division. Parents will be expected to pick up their children immediately following school closure announcements. The educators will also attempt to call parents to notify them that they are required to pick up their child immediately.

In the event that the Seine River School Division is closed due to unsafe highway conditions or extreme weather conditions, the centre will also remain closed.

**\*\*Please note check the Seine River School Division website between 6:00am-6:30 am to view any closures.**

- If it states that the schools are closed or classes are cancelled and staff are not to report to work, then the centre will remain closed.
- If it states that classes are cancelled and staff is to report to work, then the preschool centre will be open. However, school-age care will not be open between 8:45 am- 3:00pm due to the short notice and not enough available educators to provide adequate care.

Please note because the Ecole Lorette Immersion is Site 1 emergency evacuation site, the centre can only open when there is staff at the school so that we can enter if and when an emergency arrives. If the school is closed due to poor weather conditions or poor highway conditions and teachers are not to report to school, then we must close for this reason.

Parents can also call the centre after 6:30 am and listen to the answering machine for any closures. Parents will be expected to pay regular fees for the day(s). In the event of a Health crisis or epidemic we will follow the instructions issued by the Regional Health Authority.

## **EMERGENCY PROCEDURES**

All Safety Plans are posted in the centre and are sent to each family upon registration.

All educators have assigned duties during emergency procedures. Contingency plans

go into effect when educators are absent.

Monthly fire drills will be held to ensure safety of children and employees.

Should an ambulance be required, the parent(s) will be billed for the service. Employees are not responsible for transporting children off the premises. **In the case of a medical emergency, the ambulance will be called first and then the parents will be notified.**

## **ENROLMENT INFORMATION**

### **ENROLMENT POLICY**

Enrolment in the centre will be granted without discrimination in regard to gender, ability, ethnicity, creed or political belief.

The registration package shall include:

- Online Registration and Consent form.
- Parent Policy Manual and Parent Policy Agreement

If a family is interested in a shared space, we may accommodate if the following specifications are met:

- the family interested in a shared spot must find a secondary family to share the spot.
- it is on a one-year contract
- the registration forms, parent policy and contract are signed before start date
- does not conflict with the current policies
- is approved by the director

### **WAITING LIST & DEPOSIT**

Parents are required to provide general information to place their child/children on the waiting list. Waiting lists are based on the date of application. For example, if a child on the infant list turns two, They are automatically placed on the pre-school waiting list based on the date of the infant application. Children of siblings currently attending the centre will be given priority on the waiting list for placement in the centre. Children enrolled in the infant program will have priority overall, in entering the preschool program but are NOT guaranteed a space in the preschool program; children in the preschool program will have priority overall, in entering the kindergarten program but are NOT guaranteed a space in the kindergarten program. Children in the kindergarten program will have priority overall, in entering the school age program but are NOT guaranteed a space in the school age program. When a space in the centre becomes vacant, the parents of the first child on the appropriate waiting list will be contacted and offered the space. The space is reserved for you only after having filled out the required forms and the first billing period fees are paid in full. Families will be given 5 business days to fill out required forms and pay first billing period fees. Upon withdrawal of their child/children from the centre providing one month written notice of withdrawal is Required and fees will be revised based on withdrawal date.

Taché Early Learning Centre INC is licensed for:

#### Site 1

- 12 licensed infant spaces (12 weeks to 2 years of age).
- 60 licensed pre-school spaces (2 years to 5 years of age);

#### Site 2

- 20 licensed infant spaces (12 weeks to 2 years of age);
- 54 licensed pre-school spaces (2 years to 5 years of age);

#### Kindergarten program

- 20 licensed preschool spaces (must be 5 years of age and attending kindergarten);

#### School age

- 55 licensed school age spaces (grade 1-12)

Any infant moving up to the preschool program will not automatically receive a space in the preschool program due to limited number of preschool spaces available. A preschool child will not automatically receive a space in the kindergarten program due to the limited number of kindergarten spaces available. A kindergarten child will not automatically receive a space in the school age program due to the limited number of school age spaces available. All children requiring a space and not being offered a space due to limited spaces available may be placed on an internal waitlist and if a space becomes available, we will contact you to fill a part time or full time permanent or term space. Priority will be given to: 1. children of current staff members, 2. children currently enrolled in the centre, 3. to siblings of children currently enrolled in one of our programs 4. children who are on the waiting list but not currently enrolled in our program.

The director reserves the right to modify the enrollment to establish a successful quality program.

#### Definitions:

Infant program refers to the program for any child age 12 weeks – 2 years

Preschool program refers to the program for any child age 2 years – 6 years

Kindergarten program refers to the program for any child age 5-6 and enrolled / attending kindergarten

School age program refers to a child enrolled /attending grade 1 and up to age 12. A 12-year-old who turns 13 during the school calendar year may continue to attend school

age for the remainder of the school calendar year.

Part time term kindergarten space refers to a childcare space in between the hours of 8:30am-3:15pm on non-school days. Inservice / holidays are not included in the part time term space.

Full-time term childcare space refers to Monday-Friday in between the operating hours of 6:45am-5:45pm with a beginning and end date.

Term space refers to a contract with a beginning and end date.

Permanent refers to a guaranteed space with no restrictions.

## **TOUR**

Once a space becomes available into our program, parents will be contacted and offered the space. Once all registration forms are completed and returned, an educator will contact the family to welcome them into our centre and discuss the child's first day. We will coordinate a tour of the centre with the family.

## **ENROLMENT PROCEDURES**

Once you have decided to enroll your child into our program, there are a few important steps to follow to complete the enrolment process:

1. Read, sign and return the Parent Policy Manual as per registration email sent via Fastoche. If you have any questions, please feel free to discuss them with either the Director or Supervisor prior to your child enrolling into the program.
2. Complete the online registration forms in full. All required information must be provided.
3. Review of the Safety Plan and Code of Conduct
4. If applying for subsidy, complete the application in full; provide the required documentation and deliver it to Manitoba Family Services and Housing located at 102-114 Garry Street. You can also apply on-line at [www.gov.mb.ca/childcare](http://www.gov.mb.ca/childcare). It's important to verify with subsidy intake that your application has been received.
5. Upon receiving and reviewing your registration forms with either the Director or Supervisor, you will be informed of a start date as well as reviewing the fee payment policies.
6. A \$25.00 non-refundable registration fee per family and first month's fees are due immediately to hold your childcare spot.
7. If you are requesting a fob to enter site 1 or site 2, send us an email and we will set you up with a fob and charge a \$25.00 refundable fee to your next invoice

## **YOUR CHILD'S FIRST DAY**

If your child has never been in a childcare program, the first day can be a frightening experience for them. Not only is it a new environment, there will be many new children and adults as well as new routine. In order to make this transition easier for your child, we would encourage parents to discuss a transition schedule with the Lead educator. This will ease your child into the program. We will use the first couple of days to determine a supportive transition into the program.

On your child's first day, be sure to bring the supplies listed below along with your first month's fees:

- Appropriate outdoor clothing suited for the weather
- One or two extra sets of clothing to be left in their locker.
- A cozy blanket and cuddly toy for quiet time.
- Indoor shoes/runners.
- Outdoor shoes with backs/ runners
- A supply of diapers, wipes and cream for infants; and any other items required
- A dishwasher safe water bottle that can remain at the centre
- A lunch and snacks to eat throughout the day. Extra snacks can be stored in your child's locker

### **Please label all personal belongings with your child's name.**

Your child may experience "separation anxiety" for the first few days or weeks when they first start the program. This is quite normal. Our staff is experienced with supporting your child.

To help your child start the day comfortably and to support our daily schedule, we ask that all children arrive fully ready to start their day. Staff are unable to prepare children for the day. This may include undressing/dressing children, changing diapers, or preparing children for the day upon arrival. This policy helps ensure a smooth transition into the daily routine and allows staff to focus on providing quality care and supervision for all children.

It is very important that parents arrive on time to pick up their child. Arriving later than usual can create anxiety for your child. If you are unexpectedly arriving later to pick up your child, please inform the centre so we may support the child.

## **PARENT VISITS AND PHONE CALLS**

Parents are encouraged to have short visits with their child at the centre prior to their official start date to help your child adjust to the centre. We understand that the first few days may be an adjustment for both parents and the child. Parents are encouraged to call, text or email the centre at any time should they have any questions or concerns or if they just want to check in to see how their child is doing.

## **ARRIVAL AND DEPARTURE**

It is the responsibility of the parent to see that your child is undressed in their outdoor clothing and that the clothing, lunches and footwear is placed in their assigned areas. **In the case of infants**, place all food and bottles in the refrigerator immediately upon arrival.

Upon arrival at the centre, parents are required to buzz the doorbell to notify staff that you have arrived. If a staff member cannot identify you, they may ask for ID to match with the child's pick-up list.

All primary caregivers may request a fob to use to enter the site 1 centre located at 480 Senez St and Site 2 centre located at 624 Seine Ave. A fob will only be allocated for up to 2 primary caregivers. The fob cannot be shared; it may only be used for the primary caregiver who signed it out. We will require a \$25.00 refundable deposit per fob. The \$25.00 deposit will be returned once the fob is returned. We must be notified of any lost fob within 8 hours as this would breach our lock door policy and safety plan. Failure to follow the policy may result in withdrawal of childcare space.

The centre assumes responsibility for children after they have been signed in by an educator. Parents assume responsibility upon arrival at the centre.

Upon dropping off, you must check in with an educator. This will allow us to welcome each family and exchange information that will help us care for your child EX: how your child slept, changes in behavior, changes in pick up times, who will pick up the child/children, etc. Parents of infants and preschoolers will be provided with a daily/weekly journal or seesaw post on your child's day/ week. This may include information regarding meals, toileting routines, activities, naps, emotions and accomplishments.

Your child will not be released to any persons other than those listed on the Registration Form. An unfamiliar person to the educators will be asked to produce identification and the parent may be called for verification before the child is released. Your child will only be released to an adult or individual 12 years of age or older. If parents and or emergency contacts do not pick up their child/children by closing time and if they cannot be reached by the educators, Child and Family Services will be contacted after a half hour and the child/children will be taken into custody by the appropriate agency.

Parents are responsible for having an alternate person to pick up your children in case of any unforeseen delays in pick up time. Late fees will apply to late pick-ups (Refer to the Fee Schedule Section).

A copy of the "Child Custody Order" must be given to the centre to be kept in the child's file for reference. We are unable to withhold a child from a non-custodian parent unless we have this document. Updated copies of the Child Custody Order must be submitted as soon as they are received by the custodian parent or guardian.

## **RELEASE OF CHILD**

Only a person designated by the parent/guardian will be able to pick up a child. Once the person picking up your child has entered the centre, the child becomes their responsibility.

Your child can not be released to anyone under the age of 12. Anyone other than the parent picking up a child must provide photo identification before your child is released; if the person is not a designated person on the child's "pick-up" list and/or if the parent does not notify us the name of the person who will be picking up their child, their child will not be released. We will attempt to call parents. If we are unable to reach a parent for verification, the child will not be released. This is to ensure the safety of your child.

## **Drugs/Alcohol**

If staff suspect that a parent or authorized person who arrives to pick up your child is under the influence of drugs or alcohol and that their behavior could be a safety issue to your child, the following procedure will be followed:

1. The educators will call the RCMP of the person's suspected condition and provide them with their name, contact information, and if that person is driving, a description of the vehicle and license plate number.
2. The educators will ask RCMP for further directions. EX: if Child and Family Services will be called by us or them?
3. If we must call the RCMP on an authorized pickup more than twice, that authorized pick-up will no longer be allowed at the centre.

## **WITHDRAWAL POLICY**

Written notice of withdrawal of your child must be given at least one month in advance. Fees for this one month must be paid regardless of whether your child will be attending the centre.

## **PARENT PARTICIPATION**

Taché Early Learning Centre Inc.'s entire program is built on the understanding that we are assisting parents in caring for and educating their child. The decisions made by the educators and the Board of Directors are always made in the best interest of all children. As a nonprofit organization, we rely on parent participation and volunteering to continue to provide a quality program. We encourage all family members to join our board of directors to support us in delivering a quality program. The Board of Directors

is elected at the Annual General Meeting once per year by the membership. All parents are members of the Taché Early Learning Centre Inc. As a member, you are expected to attend the Annual General Meeting.

## **Board Positions**

Parents are encouraged to run for positions on the Board of Directors and to participate on committees when required. The Board meets monthly, or as needed to discuss issues related to the operation of the Centre. The Board may choose to not meet over the summer months. Please call the Director if you are interested in joining.

## **Fundraising Assistance**

Fundraising is an important aspect of our centre. All parents/foster parents/ guardians are encouraged to participate in fundraising activities. Throughout the year, we stage events and projects to raise funds for new equipment, special activities, and activity supplies etc. All money raised go towards enhancing the children's program. If you would like to provide your assistance at one of the events or if you would like to be on our fundraising committee, please contact the Director.

## **Donation**

We are a nonprofit charitable organization who relies on donations. Any online donation through Zeffy in any denomination will receive an automatic charitable receipt. Any donation in the form of services and or etransfer/cash of \$20.00 or more will receive a charitable receipt.

## **Recyclables/Loose parts**

We are always looking for donations of clean and reusable items. If you are not sure we can use "it", just inquire.

## **Volunteering on special events**

Parents are more than welcome to schedule an appointment to meet the educators to discuss ways to participate in your child's program. Special activities and or events are a way of exposing children to the community and encouraging parent participation. Parents will be given notice when such activities are to occur and will be asked to sign a permission form. Transportation for all field trips will be provided through a reputable transportation company. All children and employees are required to wear an appropriate field trip shirt on all field trips where we are transported by a transportation company. Parents are welcome to join their child and/or the centre on field trips. Please notify the educators in advance if you are planning to attend a field trip. Volunteers are NOT allowed to take pictures and or videos of any children enrolled at the centre. Volunteers are NOT allowed to be alone with any children enrolled at the centre.

## **Personal Updates**

In order to provide the best possible care for your child/children, the educators would appreciate knowing any important information or changes regarding your child/children (i.e. recent separation, death in the family, illness, etc.). This information is kept strictly

confidential and will help the educators support your child/children with a greater understanding.

## **Parent Information Board**

Upon entering the centre, there is a Parent Information Board. The following information is posted and available for parents to review:

- Evacuation Plan
- Promoting Positive Behavior Policy
- Illness Policy
- The Child Day Care Act and our Provincial License
- A list of our Board of Directors and their contact information
- Staff schedule
- Daily program schedules are posted in each room
- Current and upcoming Fundraising activities

In addition, we post upcoming events, articles of interest and other tidbits of information useful to parents.

## **Parent Communication**

Please provide us with an email address on the online registration form. This email address will allow us to provide you with important information. We will email invoices, newsletters and any changes at our centre.

We will make every effort to effectively communicate with families daily/ weekly to ensure we are building open lines of communication with one another. This communication may come in the form of journals, newsletters, seesaw, emails, texts and daily communication.

We operate an online program called Fastoche. Fastoche allows us to communicate with families via emails, texts and journals. We are able to send notes and pictures home, quicker and more effectively. It also allows families to communicate easily with a quick text or email. For more information on this program please visit their website at [www.fastoche.ca](http://www.fastoche.ca).

We operate a program called seesaw. Seesaw allows us to communicate with pictures and videos in a quick and effective way. To be enrolled into seesaw, you will be required to contact the supervisors or lead educators to send a link and consent.

## **FEE INFORMATION**

### **PAYMENT POLICY**

- We are a government-funded centre. Our fees are set as per Early Learning and Childcare Guidelines and billing cycles. Fees are subject to change as recommended

by Early Learning and Child Care Office, Department of Education and Early Childhood Learning.

- Parents will be given one billing period notice prior to a fee change. Fees are charged on a monthly basis and are due in advance on the last day of the prior billing period
- A “late fee payment” charge will be applied to accounts with outstanding balances after the due date (see “late fee payment” below).
- Overdue accounts will result in withdrawal of services if fees are not paid in full as per arranged by the centre Director.
- Fees may be made by etransfer to [tachedaycare@gmail.com](mailto:tachedaycare@gmail.com).
- Fees may be made by cheque made out to Taché Early Learning Centre
- The Manitoba government is committed to improving access to high-quality, inclusive childcare for Manitobans. Province-wide average \$10 a day childcare, funded by the federal and provincial governments, helps make life more affordable for families. Parents of children who are enrolled in infant and preschool programs as well as school-age childcare on non-school days, including in-service days and school holidays, pay \$10 a day per child for regular hours of care (4 to 10 hours) at licensed childcare facilities that receive operating grants.

<b>FEE SCHEDULE Age of Child</b>	Type of Care	Charge per Child
<b>Infant (12 weeks – 2 years of age)</b>	4-10 hours per day	\$10.00
	More than 10 hours per day	\$15.00
<b>Pre-school age (2 – 6 years of age)</b>	4-10 hours per day	\$10.00
	More than 10 hours per day	\$15.00
<b>Kindergarten</b>	4-10 hours per day	\$10.00
	More than 10 hours per day	\$15.00
		\$8.60

<b>School age – Grade 1 and up</b>	School days – Before and After school	
	In-service days/ non-school days	\$10.00
	More than 10 hours on Inservice days/ non-school days	\$15.00

## **EXTENDED CARE FEE**

An extended care fee will be charged to parents whose children spend 10 or more hours per day at the centre. Please refer to Fee Schedule above for amounts. We ask that parents monitor the hours their child attends daily to prevent extra charges. It is anticipated that your child will not require care beyond 10 hours recommended by the Manitoba Early Learning and Child Care Office.

## **LATE PICK UP FEE**

The centre closes promptly at 5:45 pm (times are according to the clock at the centre) You will be charged a late fee if you pick up your children after 5:45 pm or have not left the building prior to 5:45pm. The charge is \$15.00 per child for the first 15 minutes or part thereof and then \$1.00 for every minute thereafter. This amount must be paid no later than the following day. After 6:15 pm, if we have not heard from the parents or cannot contact anyone on the pickup list and other arrangements have not been made, Child and Family Services will be called. All registration forms must have a minimum of 2 emergency contacts over the age of 18 listed.

\*\*\* After a third offence, childcare services may be terminated, and fees will continue to be charged for a one-month withdrawal notice.

## **LATE PAYMENT FEE**

If your fees have not been received by the due date, a late payment charge of **\$15.00 per month per family** will be applied to your account. If this is an ongoing occurrence, childcare services may be terminated, and fees will continue to be charged for a one-month withdrawal notice.

## **NSF FEE**

There is a **\$15.00 fee for each NSF cheque**. After two NSF cheques, parents will be required to pay by money order. A late payment charge of \$5.00 per day will be applied to all NSF cheques.

## **RECEIPTS**

Yearly receipts for payment of fees will be issued before February 1<sup>st</sup>. Please retain your receipts for income tax purposes.

## SUBSIDY

You may be eligible for subsidy through the Manitoba Early Learning and Child Care Program. Subsidies are determined by net family income. For further information, or to request an application form, call the Manitoba Early Learning and Child Care Office at (204) 945-2197. Subsidy is available by applying online on the Government of Early Learning and Childcare website [www.gov.mb.ca/childcare](http://www.gov.mb.ca/childcare). Parents who receive subsidy should pay close attention to the following sections of their subsidy decision form:

- **Allowable Absent Days** – These are the days predetermined by the Manitoba Early Learning and Child Care Office and are the number of days your child may be absent from the program and still be covered by subsidy. If your child exceeds the predetermined number of allowable absent days, parents/guardians will be responsible for paying full fees for every day your child is absent. \*\*Foster parents: please request this information from the Agency.
- **Approval Period/Expiration Date** – It is the parent/guardian's responsibility to renew your subsidy application form prior to the expiry date of your current subsidy approval period. Parents/guardians will be responsible for paying full fees during the period your old subsidy has expired, and the new subsidy is approved.

**Note:** Parents are responsible for making sure that their subsidy application and all required documents are submitted to the Manitoba Early Learning and Child Care Office-Subsidy Intake. If you are re-applying for subsidy, be sure to do so at least one month prior to your current subsidy's expiry date. It is important that you call Subsidy Intake to verify that they have received your application. You should receive a "subsidy decision form" from the Manitoba Early Learning and Child Care Office within 3-6 weeks. If you do not receive one, you should call them to verify the status of your application. Parents/guardians are responsible for all fees not paid by the Manitoba Early Learning and Child Care Office-Subsidy. It is strongly recommended that parents apply for subsidy prior to enrolling in the centre.

## HEALTH and NUTRITION

### LUNCH AND SNACKS

The centre recommends following the Canadian Food Guide when preparing snacks and meals for the children. Parents are required to supply one morning and one afternoon snack following the recommended food guide. All meals must be precooked and cut up. We are unable to "cook" a meal. Parents must provide a dishwasher safe water bottle (that will remain at the centre), all utensils and microwavable containers needed for the child's lunch. The centre does not have the required kitchen items to heat up or serve a lunch.

Please inform the staff of any food allergies your child may have. The names of children who suffer from food allergies and their respective allergies will be clearly posted in the kitchen and in each of the rooms

Due to allergies, we are a peanut/ free centre. No peanut/nut products are allowed in

the centre this includes such products as peanut butter, snack items made with peanuts/nuts and/or raw or shelled peanuts/nuts. . We are requesting that all children wash their hands upon arrival to ensure that there no traces of peanuts or nuts and to reduce the germs that are brought into the centre from the outside. Your assistance with this is greatly appreciated.

We may also have additional allergens that need to be kept out of the center due to specific room or program allergies.

## **SLEEP AND QUIET TIME POLICY**

Making sure your child is getting the appropriate amount of sleep during the day is a healthy part of your child's development, essential to both their behavioral health and cognitive development. Not only do naps allow children to rest physically, they play a huge role in brain development and mood. Your child's brain is developing rapidly, and it can easily become exhausted and overstimulated. When a child does not receive an adequate amount of sleep throughout the day, this could have a negative impact on your child's development. TELC follows the sleep recommendations outlined in Healthy Sleep for your Baby and Child by Caring for Kids to ensure age appropriate, healthy sleep practices.

As we have children of different ages in our centre, each program will have their own sleep/quiet time guidelines. Each program will assess your child's bodily cues (rubbing eyes, irritability, yawning, etc) to determine an efficient amount of sleep/quiet time that is needed for your child's development. The educators are trained to assess your child's daily physical and emotional needs to help determine an efficient amount of sleep for your child to cope with in group childcare. If a child is showing symptoms of being tired or falling asleep, educators will NOT be forcing them to remain awake. **TELC educators reserve the right to assess each child's developmental needs and adjust them accordingly if needed.**

### **Infants ages 12 weeks to 2 years of age:**

- Nap time is between 12:30pm-2:30pm
- Child will not be woken up before 2:30pm, unless they are being picked up prior to 2:30pm
- If the child wakes up on their own, they can play within the play room
- New children who join TELC and are still having two naps a day will be accommodated.
  - Educators will start to transition to one nap when the child starts to show the following signs.
    - Taking longer to fall asleep
    - Having shorter naps
    - Not showing signs of tiredness such as rubbing eyes, yawning, crying or distressed at time of first nap
  - During nap transition, educators will follow the child's cues as it is best to go off the child's needs during this transition.
  - During nap transition, a child may require two naps one day, and one nap the next day. This is typical and completely normal.

### **Preschool children ages 2 years to 3 years old:**

- Nap time is between 12:30pm-2:30pm
- All children are required to have a minimum of thirty minutes rest time on a cot.
- If a child is still awake after 30 minutes, they can join an educator at a table to do a quiet activity until 2:30pm.
- Educators will **NOT** keep a child awake if the child is falling asleep on their own. This is a sign that the child is not yet developmentally ready to stop their naps yet.
- When a parent/guardian requests a child's nap time to be shorter, a sleeping child will not be intentionally woken up by an educator until the child has slept for a minimum of 90 minutes.

### **Preschool children ages 4-5 years of age:**

- Nap time is between 12:30pm-2:30pm
- This is the age where children may start to transition out of their nap time.
- All children are required to have a minimum of 30 minutes of quiet time.
- If a child is still awake after 30 minutes, they can join an educator at a table to do a quiet activity until 2:30pm.
- When a parent/guardian requests a child's nap time to be shorter, a sleeping child will not be intentionally woken up by educator until the child has slept for a minimum of 45 minutes.

## **HEALTH AND MEDICATION**

The educators at Taché Early Learning Centre INC continually try to reduce the spread of illness with good hygiene and health & safety practices. Due to the high number of children from different families utilizing our centre, we run a greater risk of contracting bacteria and viruses. These health and medication policies were developed to serve the best interests of the children, their families and the staff.

1. As a precautionary measure, the Manitoba Early Learning and Childcare has recommended that we have a protective health policy against infectious and communicable diseases. We follow their infectious control guidelines and the pandemic guidelines.
2. Educators will use disposable gloves when assisting any child who is bleeding, when cleaning up blood and when assisting a child who has had a bathroom accident.
3. Please notify us if your child has any medical condition such as diabetes, asthma, allergies, epilepsy, febrile seizures, heart conditions or any other medical condition not mentioned. We will need more specific information in order to provide any specific care your child may require. A care plan will be developed in consultation with a registered nurse or URIS (United Referral and Intake System), a provincial government funding mechanism that provides support to child a with additional support needs.

Immunization is one of the most effective ways of preventing many common childhood illness and infections. Make sure your child's immunizations are up-to-date. The recommended immunizations for children are: diphtheria, pertussis (whooping cough),

tetanus, poliomyelitis, measles, mumps, rubella, haemophiles influenza B and the H1N1 immunization (available in the fall of 2009).

## ILLNESS/SICK POLICY

**Children who are too ill to participate in all aspects of the program should remain in the comfort of their home with family or friends.** As we are group childcare, staffing does not allow for the care of an “under the weather” child who needs one-on-one attention or is unable to participate in daily play.

We ask that you call the centre if your child will be away due to illness. In the case of a communicable disease, it is important that notice be given to other parents in order to inform them that their child may have been exposed and to watch for symptoms. A medical clearance will be required for some infectious diseases before your child may be allowed to return to the centre.

We will follow the Managing Infection for children through the Canadian Pediatric Society for any recommendations on how to manage communicable infections that may not be listed in this manual.

A child will not be allowed to attend the centre if two or more symptoms below occur. The child may return once symptoms are improving.

- The child's need for care is greater than the educators can provide without compromising the care of other children
- Child cannot participate in the regular daily program activities
- Lethargic / Fatigue
- Display erratic behavior
- Uncontrollable coughing / sore throat

A child will not be allowed to attend the centre if one or more symptoms below occur.

- Fever above 100.4°F (38°C).
  - May return once fever free for 24 hours without the use of fever-reducing medication (e.g. acetaminophen or ibuprofen).
- Vomiting  
May return once they are vomit free for 24 hours
- Unknown Rash
  - Child may need to be seen by a physician so that a cause can be determined before returning.
- 3 or more episodes of Diarrhea
  - May return 24 hours after last episode of diarrhea
- Hepatitis A, tuberculosis
  - May return 1 week after the jaundice first appeared
- Impetigo, ringworm, scabies
  - May return after being on medication for 24 hours
- Measles, mumps, rubella (German measles)

- May return 4 days after rash appears
- Pinkeye (conjunctivitis) with yellow or white discharge (pus)
  - Can return after being on medication for 24 hours and no more discharge
- Strep throat
  - Can return after being on medication for 24 hours
- Whooping cough (pertussis).
  - Can return after being on medication for 5 days

- Wood Ticks and or Slivers- parents will be notified and verbal permission will be required for staff to remove a wood tick or sliver. Wood tick will be kept in a secure location and be given to the parents at pick up. An accident report will be written and must be signed at pick up. Children are not required to be picked up unless the area seems infected or the wood tick and or sliver cannot be removed and may cause other complications

Child's temperature is taken when a child demonstrates signs and symptoms as listed in the illness policy. The child's temperature is taken as determined by the centre thermometer. Manufacturer's instructions are followed as per each individual thermometer

Before checking a child's temperature, we consider the following

- How long has the child been awake
- Has the child participated in physical activity recently?
- The temperature of the room
- Clothing the child is wearing
- Overall behavior throughout the day

**Parents/guardians are required to sign the Illness/Sick Policy at the end of the Parent Policy Manual.**

## **MEDICATION**

### **Prescription Medication**

Parents will make every attempt to administer medication at home. In the event that medicine needs to be administered during the Centre's hours.

Regarding prescription medication, our centre follows section 14(12) of Manitoba's Early Learning and Child Care Regulation:

14(12) Every licensee who agrees to administer patent or prescribed medicine to a child in attendance at the licensee's childcare centre shall

- obtain prior written permission from the child's parent or guardian and a medical release form to be signed on fastoche
- keep a written record of each dose, including the child's name, the parent's or guardian's signature, date, time and amount of the dose administered and shall initial the record after the dose is administered.
- accept only medicine brought to the childcare centre by the parent or guardian, and which is supplied in the original container in the case of patent medicine, or in a container supplied for the purpose by a pharmacist in the case of prescribed medicine.
- The medicine must be provided in the original container with a date, doctor's name, medication name, child's name, dosage and instructions.
- designate a primary educator on duty with the responsibility of administering the medicine; and
- ensure that the medicine is labeled with the child's name, expiry date, dosage, time and method of administration and is stored in a location which is inaccessible to the children.

**Educators cannot exceed the package maximum dose unless it is accompanied by a physician's note.**

**Medication is to be left in a locked box.**

**\*\*\*Children requiring lifesaving medication will not be permitted to stay at daycare without a current dated lifesaving medication. It is the parent's responsibility to ensure their child's lifesaving medication is current.**

### **Non-Prescription Medicine**

The policy for administering non-prescription medicine is as follows:

- **Fever reducing medication** – Parents are encouraged to supply fever reducing medication or pain relievers for their child/children. Should your child develop a fever above 100.4°F (38°C), **Parents will be called to pick up their child.** Fever reducing medication may be administered while waiting for the child to be picked up. Verbal permission will be required.
- **Cough Medicine** – Non-prescription cough medicine will be administered according to the parent's instruction, not exceeding the package maximum dose.

Only one non-prescription medication will be administered at a time. If a parent requests that more than one non-prescription medication be administered, they both must be accompanied with a doctor's note or URIS plan which in addition to the above also states when each medication is given so as any contradictions with the medication are

avoided.

The above medications must be in their **original containers** and be **clearly marked with your child's name and the expiry date**. Written or Verbal permission will be required before any medication is administered. A medication release form must be filled out and signed before any medication will be administered.

## **Illness/Emergency Consent**

I hereby give my consent to have my child receive any required medical care at the closest hospital. I am aware that an ambulance will be called and my child will be taken to an emergency hospital (at the paramedic's discretion). I am also aware that my child will be accompanied to the hospital by an authorized employee of Taché Early Learning Centre Inc. All costs incurred will be the parent's/ guardians responsibility.

## **PROGRAM INFORMATION**

### **STAFF QUALIFICATIONS**

According to provincial laws, two thirds of our centre staff must be trained Early Childhood Educators II or III. They must have a Diploma in Early Childhood Education, or equivalent that is recognized by the Manitoba Early Learning and Child Care Qualifications Officer.

Also, all of our educators:

- Must have a valid certificate in First Aid and CPR.
- Must undergo a child abuse with vulnerable sector and criminal records check.
- Will not be left alone with a child until the centre Director receives confirmation of a current first aid and CPR certificate and a clear criminal record and child abuse check
- Must Have a valid certificate in "Commit to Kids Foundational Information for Sexual Safeguarding Children from Sexual Abuse" and "Commit to Kids Child Abuse Prevention Training for those Working with Children"
- All Early Childhood Assistants will complete a 40 hour course as recognized by Manitoba Early Learning and Childcare prior to one year of employment

### **RATIOS**

Our Centre's ratio of educators to children as per ELCC is as follows:

- Infants (12 weeks- 2 years) 1 staff per 4 children

- Preschool (2 year olds) – 1 staff per 6 children
- Preschool (3 years old) – 1 staff per 8 children
- Preschool (4 years old) – 1 staff per 9 children
- Preschool (5 years old) – 1 staff per 10 children
- Preschool (mixed age group 2 to 5 years) – 1 staff per 8 children
- School-Age (6- 12 years) – 1 staff per 15 children

## **INFANT CURRICULUM**

Taché Early Learning Centre is committed to supporting quality programming within our Infant Program. The curriculum covers components that are specific to infant care.

Communication with children is fundamental to their cognitive development, and especially during transitions. We use positive words such as “gentle hands” when communicating with infants as well as role model what we are teaching them. Continuity and predictability is also essential in gaining trust and learning daily routines. Infants are greeted by name, and involved in activities immediately upon arrival. We encourage interactions between the children and educators by using routines as opportunities to talk about the children and their interests. Our educators work to build trusting relationships with every child to ensure each child feels secure in their environment to comfortably learn and explore. We encourage conversations between the children by sitting at their level and role modeling positive interactions and redirecting interactions in a positive manner. When an infant makes a sound while referring to a particular item or person, we will say the “correct” pronunciation. For example, if a child says “Ak” while a child named Jack arrives, we will say something like, “you’re right, Mary. Look, our friend Jack is here”. We also try to “give” the child the words they have not developed yet. When a child gets hurt, we may be heard labelling their feelings and saying something like, “oh look at Johnny’s face. Johnny looks sad. This helps the children to learn empathy as well as it shows them what they can expect if they are hurt or sad. We ask as many open-ended questions as possible to encourage the children to communicate with us. We respond to every child in our program so that every child is made to feel “heard”, whether they communicate verbally or non-verbally. They need to know that whatever they are communicating to us is important and we want to “hear” it. Independence is encouraged throughout the day especially at meal times, stairs are provided for them to climb so that they can wash up with supervision, the children are encouraged to pick a spot at the table and sit down at a child sized chair. We encourage the children to eat independently or with help. We give them their own individual lunches and utensils, which allows them to choose what they are going to eat and offers more opportunity to work on their self-help skills as they learn to eat independently. We transition the children by following a schedule and routine, giving transition warnings and talking about what we will be doing next. We allow for flexibility in our schedule to provide for the individual child. If we are observing a child needing a nap, we will allow for that time or if a child is hungry we will adapt our schedule to allow the child to eat.

We observe and record our observations daily in personal journals or on seesaw. This allows us to get to know each child and their family as individuals and helps us to be able to provide for their individual needs by changing diapers, giving bottles and napping them when needed.

We extend this communication to families by providing a brief description about their nap time, lunch time, bathrooming time and their overall day in a personal journal via Fastoche. Verbal communication will help parents and teachers build a solid relationship that ultimately benefits the child. By educators and families working together, we can ensure we are able to provide the secure environment that infants need to thrive and succeed in. We are committed to supporting families by maintaining open communication and encouraging family involvement in our programming and activities. Our objective is to care for your infant the same way you would. We work hard to enhance a parent board with relevant and thought provoking information about infant related topics for example infant nutritional information, as well as a monthly newsletter that include recipes and activity ideas parents can use at home. This allows the children to see us interacting with their family members as well as allows us to build a relationship with the families. We invite you to bring a family photo that we post amongst the others; this helps each child recognize “family”, which helps to enhance their self-awareness as well as awareness of others. Individuality is respected and encouraged, as well as helping infants manage their emotions.

Children learn through play, and as such, we provide a wide variety of fine motor, gross motor toys as well as a variety of books and puzzles and photos to enhance their awareness of themselves, others and their environment. Our play space includes shelves which contain a wide variety of loose parts and toys including cars/trucks, blocks made from different materials of many different shapes, and sizes, plastic animals, balls, dolls & doll houses, and play food to go with the play kitchen. We also have large “blocks” that the children can climb on in a gross motor area. We have a play kitchen that is rotated with other items that are used for gross motor such as rocking horses, tunnels, slides, and much more. Our toys have been divided into bins and are rotated on a weekly or bi-weekly basis depending to continually provide new learning opportunities. The decision of which items to add is made by the educators based on the children’s interests at the time. Educators do both planned and spontaneous activities with the children. Even though an activity may be planned for Tuesday, for example, it may not get done till Friday due to the children’s interests and needs on that day. When the educators plan activities, we document them on seesaw and in the child’s journals so parents know what their child did that day. We also feel it is very important to verbally communicate the day’s activities with the parents. Our daily schedule is based on routines but is flexible to ensure we can follow each child’s individual needs. Even though it may have specific times for transitions, we understand that things may change throughout the day. There may be times when the children are very engaged in their play when it is time for a planned activity. When this occurs, we put the activity aside for another time and let the children continue with what they are doing. We feel it is important that the child knows that we respect them and will not interrupt their “work”. We have realized that it is okay if lunch or activity time is a few minutes late, providing it is not creating any issues for any other children. We offer an exposure to diversity through our books, toys and pictures.

Outdoor play is important as it teaches the children all about the environment, nature

and their community. We plan and extend their play experiences into our community by going for small walks around the neighborhood. We recognize that all children develop at different paces and allow the children the freedom to explore at their own pace in a non-structured group activity as well as during free play.

## **INFANT ROOM SAFETY**

Please remove outdoor footwear when entering the centre. This is to protect crawling infants' fingers and to keep our flooring reasonably clean.

Infants are never left unsupervised unless it is in the nap room at 480 Senez St. This nap room is located in the infant room and is separated from the main play area and is not directly supervised. Once infants are napping, they may be unsupervised in the designated nap area. The staff must observe and document all sleeping infants every 10 minutes. They must observe and document the child's sleep, breathing, complexion ect...

If an infant wakes up, they are immediately removed from the nap area. If you have any concerns about this indirect supervision, please see the director.

Infants under the age of 12 months cannot have a blanket for nap time. We encourage families to bring a sleep sack for comfort.

It is the parents' responsibility to supply diapers, wipes, miscellaneous items such as diaper cream, baby food and formula or milk. These items will be used only for the child they were supplied for. You will be notified by your child's educator when items are running low and need to be replenished.

## **TOYS FROM HOME**

Other than toys for naptime, we ask that parents do not allow their children to bring their own toys from home unless specifically requested. These toys often get lost or broken causing unnecessary upset. If a child does bring a toy from home, s/he will be asked to put that toy in their locker until s/he is picked up and taken home. We are not responsible for any lost or damaged items from home.

## **PRESCHOOL CURRICULUM**

Building relationships between educators and children is of utmost importance to us. We build these relationships to get to know your child, learn their mannerisms, personalities, and where they are at developmentally. We build these relationships through interactions, conversations, play and asking questions. We spend time with your children playing on the floor at their level, sitting with them at the tables during mealtimes, supporting them through group or individual activities as well as helping them work on their self-help and regulation skills. We use the information gained from these interactions to plan activities based on the children's interests and developmental capabilities. We encourage social skills and the children to guide their own play and we intervene when necessary. We encourage children to take developmentally appropriate risks so they can learn their limits and boundaries. We encourage the children to learn by doing, which means we provide them with the opportunities to try new things and to learn about what interests them. We provide them with the materials and information needed to accomplish this. We are role models that they can rely on throughout their

time with us. We believe building relationships with families is just as important as building relationships with the children. We build relationships through communication. We speak to the families verbally at drop offs and picks up or on the phone. We provide written communication via text message, emails, newsletters, journals or seesaw. We provide the families with photos of their children during play and activities. We encourage parents to use the Seesaw app to view many of these photos. Children learn through play and need a play environment that promotes learning and development. This is done by the use of emergent curriculum. We start by observing the children and their interests, and then we use those observations to plan weekly activities. The weekly activities promote all five developmental domains. The five domains are cognitive, social, emotional, language, and fine motor and gross motor development. Using the observations, we can expand on the activities and the child's play by adding props to the many different play centres. The play centres are set up to promote independence, self-confidence and socializing skills. The many different play centres include dramatic play, fine motor, quiet area, and large motor activities. The weekly activities allow us to observe and expand on each child's development. The observations allow us to know each child's development capabilities and the staff educator can adapt the activity to accommodate each child individually or (as well as) the group. We allow the children to learn through their experiences by asking open ended questions and allowing the children to express themselves, build confidence, self-esteem and independence. The daily schedule and routines are based on the children, educators and family's needs. The schedule and routine needs to be flexible, when the children, staff (educators), families, weather and/or the room dynamics change the routine and/or schedule changes to accommodate. We offer an exposure to diversity and the community by introducing them to the diverse toys, books, posters and members from our community. We encourage the children to ask questions. We support children through difficult times and celebrate all their accomplishments with them. We have fun with them and grow with them.

## **SCHOOL-AGE CHILDREN**

Parents are responsible for notifying the centre when their child/children have a day off from school, a change in the school schedule, upcoming in-service days, and school field trips or if they will not be at daycare.

We recognize the importance of the independence of kindergarten and school-age children; therefore, staff do not accompany them to the washroom. Indirect supervision is provided.

## **PROMOTING POSITIVE BEHAVIOR MANAGEMENT POLICY**

A positive approach is used to guide all children. We aim to develop and support children's skills and abilities for self-regulation and social emotional development. We acknowledge the importance of a secure attachment and focus on relationships and connections. This approach begins with committed educators that are genuine and passionate about providing quality care and a nurturing environment the children can trust. A relationship-

based model requires educators to assist the children in expressing themselves by providing opportunities to explore emotions in a calm and supportive environment. Educators focus on meeting children's needs to develop secure attachments.

Behavior is a way for children to communicate how they are feeling. Our role is to be with the child in moments of unsettled emotions. The following is a list of techniques in which we can support children with self-regulation and social-emotional development based on the child's stage of development.

- Provide an environment that is safe for children to share their thoughts and feelings
- Set realistic and clear expectations for the children to develop respect for themselves, each other, their caregivers, and the environment.
- Encourage kindness and compassion by providing opportunities for children to have successful, positive connections with each other and their educators.
- Being aware of children's individual needs and development.
- Form trusting and respectful connections with each child
- Carefully listen to the children and be with children in moments of unsettled emotions
- Acknowledge validate and help organize the child's feelings
- Help children communicate to express their needs and feelings and resolve conflict.
- Have realistic expectations of each child's abilities and recognize the need to adapt for individual children.
- Establish clear guidelines for educators and parents in the child's life to know how to support the child.
- We are committing ourselves to work along with parents and the team of educators to meet the child's needs while at the centre.
- Role Model expectations
- Outlining appropriate choices and encouraging children to make decisions for themselves.
- Following those guidelines and regulations outlined in the Manitoba Child Care Program licensing manual with respect to prohibited forms of guidance.
  - Regulation 11 (1) – A licensee shall not permit, practice, or inflict any form of physical punishment or verbal, or emotional abuse upon or the denial of any physical necessities to any child in attendance at the daycare center.
  - Guideline – Physical punishment includes striking a child, either directly or with an object, shaking, shoving, or spanking. It also includes forcing a child to repeat physical movements, force-feeding, or any other action carried out that results in physical injury to the child. Verbal or emotional abuse includes any harsh, belittling, or degrading response by an adult in the center which would humiliate or undermine a child's self-respect. The denial of physical necessities includes normal comforts such as shelter, clothing, food, bedding, or toileting.

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 behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
- all forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise
- discrimination against any person or group because of their race, 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

We reserve the right to dismiss a child/parent from the centre if the child's or parent's continued behavior is such that it causes undue stress on the children or educators.

Educators will deal with disruptive behavior in a proactive and positive manner according to our promoting positive behavior management policy. Continued disruptive behavior on the part of parents or children will result in a meeting. At this meeting, an action plan will be established to help overcome this behavior.

## **PARENT BEHAVIOUR**

Verbal abuse towards educators by parents as well as swearing in the presence of children and/or educators will not be tolerated. Educators are required to document any occurrence of such behavior and bring it to the attention of the centre Director.

## **TRANSPORTATION**

Parents are responsible for dropping off and picking up their child daily and, if required, making alternate arrangements.

Kindergarten and School-age children will walk to and from school. **All children must arrive at the centre no later than 8:00 am on school days.** The educators will walk the children to either E.L.I or D.T.S school. The school takes responsibility for the children once on school grounds and after the school bells ring. After school the educators will meet the children at the designated meeting area and walk back to the

program. We will try to arrange a school bus to pick us up in the morning on cold days of -25 or lower. The bus will pick us up by 8:25am. This will occur if SRSD transportation is able to accommodate us.

We **MUST** be notified before 2:30PM if your child will not be at the centre after school. This is **extremely** important because when our educators are not notified your child will be absent, we assume your child needs to be at the centre after school. When they do not arrive, the educators are required to contact parents or alternate people to notify you/them that your child is not in attendance. This can be a frantic time as we do not know where your child is. If a child has not arrived at our meeting spot by 3:20 (the school bell rings at 3:10 as per the school parent handbook) and we cannot contact a parent or guardian, we will leave the school and head back to the center. The staff will make every effort to contact the parents/ guardians, authorized pickups, emergency contacts and the school to locate the child prior to leaving.

Failure to comply with the policies will result in disciplinary action. Childcare services may be terminated, and fees will continue to be charged for a one-month withdrawal notice.

Field trips are a way of exposing children to the community. Parents will be given notice when such trips are to occur and will be asked to sign a permission form. Transportation for all field trips will be provided through a reputable transportation company.

Pre-school children will walk holding hands in a safe manner under adequate supervision when they are en-route to a destination other than our own playground.

All groups walking on foot will have a handheld safety flag to signal to oncoming traffic prior to crossing the roads. The flag will be held by the educator lead. All groups will only cross the road when safe to do so.

Parents are responsible for dropping off and picking up their child daily and, if required, making alternative arrangements.

Information will be posted as to our whereabouts when we leave the centre.

## **CLOTHING**

Please make sure that your child wears appropriate play clothes. In outfitting your child, keep in mind the changeable weather, your child's comfort and the activities s/he will be involved in throughout the day (painting, gluing, outdoor play, running, climbing, occasional food spills, etc.). Therefore, simple, washable, sturdy clothing with easy fastenings are recommended.

Each child must have an extra set of clothes (pants, shirts, underwear, socks) in their locker. All clothing should be labeled with your child's name. Label clothing with a clothing marker.

For health and safety reasons, whenever inside the centre, all children are required to

wear indoor footwear at all times. Children are always expected to change from their outdoor to indoor footwear. We recommend that outdoor footwear have a strap on the back and be closed toes as sandals/ flip flops can be a safety hazard during outdoor play.

Children are required to wear a hat and sunscreen when outside and the UV is higher than 3.

The centre cannot be responsible for lost or damaged items. All items misplaced will be put into a lost and found box.

## **PARKING LOT**

Site 1: Infant/ Preschool located at 480 Senez St:

When you drop off and pick up your child/children, please park in any stalls on the east side of the drive through lot.

Please do not stop or park directly in front of the building. The Fire Commissioner has deemed this area as a fire lane and it must be kept clear at all times.

Site 2: Infant/ Preschool located at 624 Seine Ave:

When you drop off and pick up your child/children, please park in any stalls on the east side of the drive through lot.

Kindergarten program located at DTS school in room 21:

Please park in designated drop off locations and walk to the north- west door to enter the school. The kindergarten program is the first door to the left. Ring the doorbell and a staff will greet you and your child.

School Age Program located at 1298 Dawson RD:

Please park in the designated parking locations in front of the building on Dawson Rd.

Please do not drive to the rear or side of the building as the children use the parking lot at the rear of the building and the grassed area, for outdoor play weather permitting.

## **COMMENTS OR CONCERNS**

We do our best to meet your child's needs during the hours in care. If you have any suggestions for us, we will be pleased to hear them. If you have a complaint or a concern, please work with us to resolve them.

All comments or concerns must be provided to us in writing, and a response will be sent in writing

### Communication process

1. Become familiar with your child's Lead educator, and approach them with any concerns regarding the program.
2. If the Lead educator has not addressed your concern within 3 business days, arrange to meet with the centre supervisor.
3. If the centre supervisor has not addressed your concern within 3 business days, arrange to meet with the director. Issues about centre policies, procedures and fees are to be referred to the Director and, in their absence, the Supervisor.
4. If the Director has not addressed your concern within 3 business days, arrange to meet with the Board of Directors.

## Video Taping/ Photograph

Consent for educators of Taché Early Learning Centre Inc. to videotape /photograph your child while participating in scheduled routine activities and or field trips will be asked during the registration process on Fastoche. The videotapes/photos may be used for display at the centre, in journals, email or on seesaw. Anyone not wanting to provide consent, please let a supervisor or director know.

Consent for a photography studio to photograph your child and allow the group photo to be sent to families for the purpose of purchasing will be asked during the registration process on Fastoche. Anyone not wanting to provide consent, please let a supervisor or director know.

To protect the privacy and safety of all children, **parents, guardians, and visitors are not permitted to take photographs or video recordings** of children while on the centre premises, including during drop-off, pick-up, and events. This includes all personal devices.

## Practicum Students

I give consent for my child to be observed by practicum students in fields related to Early Childhood Education. As a teaching centre, these observations support the training and development of future educators. All observations will remain confidential and will not include my child's name. The information collected will be used solely to meet course requirements

## PARENT POLICY AGREEMENT

Please read and sign via Fastoche by the designated date as your child will not be admitted unless all of the following agreement is provided and the parent policy is signed:

- As the parent/guardian/foster-parent I agree to pay fees as required.
  - Failure to comply with the policies will result in disciplinary action. Below are the disciplinary actions. All disciplinary actions will be documented and signed. However, the centre reserves the right to skip or add steps to the progressive discipline process, depending on the seriousness of the event. In the event of a suspension or termination of a childcare spot, all fees may continue to be charged for a one-month withdrawal notice.
  - Appeals from families to disciplinary actions are to be presented to the Board of Directors disciplinary committee
1. A verbal warning will be provided
  2. A written warning will be provided
  3. A 3-day suspension will be provided (all children within the family)
  4. Termination of the family's daycare spot (all children within the family)

I have read and understand the Parent Policy Manual and agree to abide by all of the policies outlined therein.

Please sign consent form along with the following forms and payments:

- Registration Form and Deposit
- First month's fees in the amount as specified in the registration email