

Taché Early Learning Centre Inc. Parent Policy Manual

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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 on the last page. If you have any questions or concerns, please contact either the centre Director or a member of the Board of Directors.

Please note that our centre is a **nut/peanut free centre**. For more information, see the Health and Nutrition Section.

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 read, sign and return all documents as per the Fastoche email sent.

Our team of professional educators deliver a childcare program consisting of a variety of developmentally appropriate activities which are aimed at enhancing individual child development in the areas of: social and emotional; cognitive (thinking and concept learning); language; fine motor and gross motor (physical); and self-help skills.

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 how to solve their own problems, 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 stable routine with consistent discipline and child guidance.
- Opportunities for parent involvement and participation on excursions, attending 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

Tache Early Learning Centre values diversity and inclusion as essential components of our program. We embrace and celebrate differences in race, ethnicity, culture, religion, language, ability, and family structure. We believe that every child and family in our care deserve 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. We are committed to promoting diversity and

inclusion through our curriculum, policies, and practices, and to continuously learning and improving in this area.

Inclusion is an integral part of our program. In order to best ensure the needs and full participation of a child with additional support needs the following factors may be considered:

- Referrals from professionals involved with the child.
- Outside resources which are made available to the centre
- Available funding from Manitoba Child Care Program to ensure appropriate support for the child.

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 follows policies and regulations.
- With indirect and or 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

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 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
Fastoche Text	(204) 674-3146(for text purposes only)
Infant and Preschool facility address:	480 Senez Street, Lorette, MB, R5k1A8
Telephone:	(204) 878-2286
Infant and Preschool facility address:	624 Seine Ave, Lorette, MB, R5k1A8
Telephone:	(204) 878-0375
School Age facility address:	1298 Dawson Rd, Lorette, MB, R5K1A8
Telephone:	(204) 878-4155

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 work day 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 (September 30th)
- Christmas Day
- Boxing Day

** The Board recognizes the importance of professional development of our staff. We will close on the first Friday of March and the first Friday of June so all staff can attend a professional development day. This allows staff to enhance their skills and continue to provide a quality program. Parents will continue to be responsible for paying fees both 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

Tache Early Learning Centre INC makes every effort to remain open and operating as per our schedule. However, there may be emergency situations where this is not possible. All regular closures will be posted in advance at the centre.

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-7:00am am to view any closures.

- If it states that the schools are closed or classes are cancelled and staffs is not to report to work, then the centre will remain close.
- 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 supervision.

Please note: because the Ecole Lorette Immersion is our 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

Evacuation procedures are posted in the centre.

All educators have assigned duties during evacuation 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

We accept full time Monday – Friday enrollment. We may accommodate a shared part time spot if the following specifications are met:

- the family interested in a part time spot must find a secondary family to share the spot.
- it is on a one-year permanent contract
- the registration forms, parent policy and contract is 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, s/he is automatically placed on the pre-school waiting list based on the date of the infant application. Children of siblings presently 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 over all, in entering the preschool program but are NOT guaranteed a space in the preschool program; children in the preschool program will have priority over all, in entering the before and after school 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 calendar month fees are paid in full. Upon withdrawal of their child/children from the centre providing one month written notice of withdrawal is given the first month's fees will be applied to the last month of attendance.

Tache Early Learning Centre INC is licensed for:

- 32 infant spaces (12 weeks to 2 years of age);
- 102 pre-school spaces (2 years to 6 years of age);

- 55 school-age spaces (Kindergarten to 12 years of age).

Any infant moving up to the preschool program will NOT automatically receive a space. If no space is available, temporary alternate care arrangements may need to be made by the parent until a space in the preschool program becomes available.

A preschool child will not automatically receive a space in the school age program due to the limited number of school age spaces available. If parents require a school-age space, they must notify the Director in writing as soon as possible. We reserve the right to enroll a maximum of 9 children of the same birth year in the SA program. All other children will be placed on a waitlist and if a space becomes available we will contact you. Priority will be given to: children of current staff members, children already enrolled in our preschool location (up to a maximum of 9) the 9 children will be chosen by seniority of their first day enrolled day at the centre; secondly to siblings of children attending one of our programs; and thirdly children who are on the waiting list but not currently enrolled in our program.

TOUR

Once a space becomes available into our program, parents will be given a tour of the facilities including the outdoor play area.

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 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. 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 review the fee payment policies. You will be shown where your child's room.
6. A \$25.00 non-refundable registration fee per family and First month's fees are due immediately to hold your child care spot.

REGISTRATION FORM

The centre hours of operation are clearly posted at the Centre. At time of registration, the Director and parents will agree upon hours of care by completing The Fastoche **Registration Form**-. Any abuse of these hours of care may result in additional fees or withdrawal of services. Refer to the Arrival/Departure section for more information.

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 and new rules. In order to make this transition easier for your child, we would encourage parents to visit the centre with their child one or two times prior to their child's first day. If that's not possible, coming in one-half to 1 hour earlier on your child's first day is recommended. This will provide you with some time to show your child around the room and help them become comfortable.

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

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 daycare. This is quite normal. Our staff is experienced with dealing with this and they will comfort and reassure your child. It is very important that parents arrive on time to pick up their child. Arriving later than usual can create anxiety for your 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 of 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. For health and safety reason, parents must assist or ensure their children wash hands upon entering the centre.

Upon arrival at the centre, parents are required to buzz the doorbell to notify staff that you have arrived. If a staff 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 preschool centres located at 480 Senez St and 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 drop 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, change 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 on your child's day/ week. This will include information regarding meals, bowel movements, 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 to have 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.

Fundraising Assistance

Fundraising is an important aspect of our centre. All parents/foster parents/ guardians are expected to participate in fundraising activities. Throughout the year, we stage events and projects to raise funds for new equipment, field trips, activity supplies etc. All monies 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 donation in the form of services and or cash of \$20.00 or more will receive a charitable receipt.

Recyclables

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

Volunteering on field trips/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. Field trips/ special activities and visitors 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 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
- Behaviour Management 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 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 a program called Fastoche. Fastoche allows us to communicate with families via emails, texts and journals. We are able to send notes and pictures home daily, 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.

FEE INFORMATION

PAYMENT POLICY

- We are a government-funded centre. Our fees are set as per Early Learning and Childcare Guidelines. Fees are subject to change as recommended by the Manitoba Early Learning and Child Care Office, Department of Family Services.
- 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 30th of each prior month.

- A “late fee payment” charge will be applied to accounts with outstanding balances after the 30th of each month (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.
- Fees may be made by cheque made out to Tache Early Learning Centre

FEE SCHEDULE Age of Child	Type of Care	Charge per Child
Infant (12 weeks – 2 years of age)	4-10 hours per day	\$10.00
	More than 10 hours per day	\$15.00
Pre-school age (2 – 6 years of age)	4-10 hours per day	\$10.00
	More than 10 hours per day	\$15.00
Kindergarten	4-10 hours per day	\$10.00
	More than 10 hours per day	\$15.00
School age – Grade 1 and up	School days – Before and After school	\$8.60
	In-service days	\$20.80
	More than 10 hours	\$31.20

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. 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 6:45 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 30th of each month, 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 1st. 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. 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

Leaning 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

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/ nut 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 or items that may contain nuts/peanuts. We are requesting that all children wash their hands upon arrival to ensure that there no traces of peanut butter and to reduce the germs that are brought into the centre from the outside. Your assistance with this is greatly appreciated.

NAP AND QUIET TIME

All children will be required to have a quiet time. Each day between 12:15-2:30 all our infants, and preschool children go for a nap or rest (if required). Rest time is a part of every child's day at the centre. We believe the children who sleep are meeting their own need for additional rest. The child who sleeps is better able to cope for the remainder of the day and exhibits higher levels of tolerance, patience, enthusiasm, friendship, laughter and participation.

Some children may not require a full nap but only a limited amount of time. If parents do not want their child to have a long nap, and prefer something shorter as opposed to no nap at all, please discuss this with the educators. Children who do not require a nap will be allowed to play quietly in another room and/or go outdoors.

Parents are encouraged to provide a bottom sheet and blanket for their child (if needed). Please label all items with your child’s name. The Centre will not be responsible for lost items.

HEALTH AND MEDICATION

The educators at Tache 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 child care, 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.

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
- Vomiting
- 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).
- 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 child care 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 child care 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, doctors 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 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 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 Tache 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 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

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

Tache 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 so 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 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. 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 encourage 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 member 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 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 vinyl covered “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 a planning sheet as well as 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. 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 Seneca 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 Vaseline, 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.

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 and 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 the 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, staff (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.

BEHAVIOUR MANAGEMENT POLICY

A positive approach is used to guide all children. We acknowledge the importance of a secure attachment and focus on relationship based behavioral management. Each situation and child is dealt with individually. Discipline methods shall not permit "...any form of physical, verbal or emotional abuse or denial of physical necessities for any child in attendance," (Manitoba Early Learning and Child Care Licensing Manual).

Behavior management is the daily interactions between educators and children which promote positive behavior. Various techniques are utilized which help the children toward positive behavior and are based on a child's stage of development and age. These techniques are:

- **Redirection** – Guiding the child into acceptable options when engaged in an unacceptable activity.
- **Logical and Natural Consequences** – Endeavoring to make the child aware of the results of their actions.
- **Limit Setting** – Developing boundaries by the educator for the children as a group and for individual children according to each situation.
- **Modeling** – Demonstrating appropriate ways of interacting.
- **Providing Choices** – Outlining appropriate choices and encouraging children to make decisions for themselves.
- **Ignoring** – Ignoring some inappropriate behaviors and applying more emphasis and positive reinforcement for appropriate behaviors such as cooperation, kindness, sharing and respect.
- **Positive reinforcement**- Educators encourage children's positive behaviors by giving praise, high fives, thumbs up.
- **Calm down time** – Removing a child from a situation that is distressing them for a short period of time which will allow the child to calm down. A child may also be removed from a situation in which they have chosen to repeatedly ignore the educator's request and now the child needs to sit for a short period of time and think about their actions and how they may correct them (depending on the age of the child). Prior to leaving time out, the educator will talk with the child regarding his/her behavior, actions and/or feelings. Prior to leaving down time, the educator will talk with the child to help organize his/her feelings and discuss the actions and behavior.

Fair and consistent limits or rules based on a child's level of development are maintained. Children are reminded of these limits and the reason for why the limit exists is explained.

UNACCEPTABLE BEHAVIOUR

Unacceptable behavior includes the following:

- **Angry outbursts** – The child may be seeking extra attention, especially if it occurs more often. In some cases, a favorite activity or privilege may be denied if the outbursts re-occur.
- **Hitting or Kicking** – Children generally strike out at another child because of some form on interference or assumed interference from another child. Staff will intervene to stop the kicking or hitting. The child will be told that "hitting or kicking hurts and that it is not acceptable,"

or that “hitting and kicking hurts and I don’t like it when you hurt my friends.” Children will be encouraged to “use their words and not their hands or feet.” Children will be given the words to use as a reminder for future use

- **Biting and Spitting** – This is a response to extreme frustration. Children will be observed so as to determine when this is most likely to occur. Knowing this, staff will be more alert and can intervene more readily. Children will be taught how to “use their words” and that “biting hurts.”
- **Destruction of property** – Respect for personal property shall be taught to all children. Acts of aggression and neglect with regard to personal equipment including books, toys and furniture, is not allowed. Children who do not follow this rule will not be allowed to play with the toys, books, etc. until they have agreed to follow the rules. Parents will be responsible for replacing any toys, books or equipment intentionally destroyed or damaged by their child.
- **Swearing** – Swearing and other forms of foul language are not acceptable in our centre. Children will be spoken to immediately in regards to their choice of words. If it continues, the child’s parents will be informed and will be requested to meet with the centre Director.

Incidents will be documented on a Behavior/Accident report form. Parents may be requested to read and sign incident reports regarding their child. All incidents will be documented on a Behavior/ accident report form. Parents will be requested to read and sign all incident reports regarding their child. If there is evidence of ongoing behavioral concerns, it will be reported on a “serious incident report” and parents will be called in to discuss a plan of action.

Physically hurting educators – This occurs more often with older children when some form of interference or assumed interference from an educator occurs. Our educators needs to look out for the safety and best interest of all the children in their care.

Physically hurting our educators will not be tolerated.

Any occurrence of verbal abuse, physical abuse or uttering threats by a parent towards our educators will not be tolerated. Depending on the situation the RCMP may be called in and/or childcare will be terminated.

DISRUPTIVE BEHAVIOUR

Disruptive behavior will not be tolerated. 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 try to deal with parental disruptive behavior in a pro-active and positive manner. Educators will make every effort to deal with children’s disruptive behavior in a positive way, according to our 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.

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 the park at 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 rings. After school the educators will meet the children at the designated meeting area and walk back to the centre. We will try to arranged 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 persons to notify you/them that your child is not in attendance. This can be quiet a frantic time as we do not know where your child is.

Failure to comply to 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 in the information book 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. If a hat or sunscreen is not provided after being asked, the centre will provide it at a cost to the family.

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.

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.

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 1 week, arrange to meet with the centre supervisor.
3. If the centre supervisor has not addressed your concern within 1 week, 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 1 week, arrange to meet with the Board of Directors.

Video Taping/ Photograph

I give permission to the staff of Tache Early Learning Centre Inc. to videotape /photograph my
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child while participating in scheduled routine activities and or fieldtrips. The videotapes/photos may be used for display at the centre, in journals, email or on seesaw

I give permission to Life Touch Photos and or any other photography studio to photograph my child and allow the group photo to be sent to families for the purpose of purchasing.

Practicum Students

I give permission for my child to be observed by practicum students in fields relevant to Early Childhood Education. These observations will be kept confidential and will not use my child's name. The information gathered will only be used to fulfill their course requirements.

PARENT POLICY AGREEMENT

Please read and sign 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 return this sheet along with the following forms and payments:

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