



Parent Policy Manual

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Please retain this copy, as only one (1) copy per family will be distributed. Amendments to this policy booklet will be distributed separately.

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About Us

Growing Minds Child Care Centre is licensed by the Manitoba Early Learning and Child Care Program. We abide by all regulations as set out in the Best Practices Licensing Manual for Early Learning and Child Care Centres and we are subject to annual licensing visits from our government coordinator.

Our Centre makes every attempt to ensure we meet the requirements for the number of trained Early Childhood Educators as outlined by the Province. We feel that this continuity is an integral part of providing a quality, creative program. Our ECE's will participate in courses and workshops on an ongoing basis in order to keep their information in Early Childhood Education current.

It is a requirement of the Incorporations Act and a Regulation of the Manitoba Early Learning and Child Care Program that the members (parents/guardians) elect a Board of Directors annually. Without an elected Board of Directors, The Centre will lose our license resulting in the Manitoba Early Learning and Child Care Program closing our centers. Our center is governed by a Board of Directors consisting of up to eleven parent/guardian members. The Board meets monthly to set policies, plan events and deal with related child care issues. Parents/guardians are encouraged to volunteer their time by joining the Board of Directors.

All parents/guardians are members of Growing Minds Child Care Centre. As a member of our corporation, you are strongly encouraged to attend our Annual General Meeting. Failure of parents/guardians to attend the Annual General Meeting may result in an inability to reach quorum and the meeting will not be able to proceed.

Growing Minds Child Care Center's program is built on the understanding that we are an extension of the home, assisting you as a parent/guardian in caring for and nurturing your child. It is therefore essential that there be a positive relationship between parent/guardian caregivers. As we spend a lot of time with your child, we would appreciate knowing any important information regarding your child (i.e. recent separation, death in the family, illness, etc.) This information is kept strictly confidential and will help us to assist your child in dealing with these issues with greater understanding.

A monthly newsletter is provided to parents/guardians that includes changes that concern your child, matters of interest, upcoming events, etc. We also welcome ideas, articles and any other information you would like to share with other parents/guardians.

Parents/Guardians are welcome to drop in at any time and we encourage you to contribute your ideas and suggestions. We want to make parents/guardians feel welcome and comfortable in our programs. As well as encouraging your ideas and feedback, we invite direct participation anytime as well as on field trips and outings.

Some ways that Parents/Guardians can ensure their involvement are:

- Be aware of and follow all policies
- Read all notices, newsletters and posted messages
- Keep all staff informed of any factors that may affect your child in any way
- Show respect and admiration for your child's work and creations
- Be sure your child comes to daycare well rested, in good health, with proper clothing for indoor and outdoor play and an adequate and nutritious lunch
- Return all requests for information promptly
- Volunteer to be a board member or offer to help with fundraising, building maintenance, toy repair etc.

Please feel free to direct any complaints, concerns or issues regarding center policies, procedures, etc. to the Director so that we may work together to find a solution.

Our Philosophy

Growing Minds Child Care Centre offers a safe, accessible and affordable child care program for children 3 months to 12 years of age. Our Philosophy is based on the premise that child care should be an extension of the home, providing a warm and caring environment.

We believe that children can learn and grow when provided with a stimulating environment and we provide warm and caring individuals to offer guidance, as well as a creative program within set limits.

We encourage age appropriate, non-sexist, non-competitive and creative programming allowing children freedom of choice and an opportunity to learn independence, responsibility and develop a positive self-concept.

We believe in mutual respect and each child is treated as a respected individual.

Parents/Guardians are the most important people in children's lives; as such they are highly encouraged to spend quality time with their children both at home and in our Child Care Facility.

Our Goals

The goals of Growing Minds Child Care Centre are to have the children:

- Develop a self-confident & positive self-image;
- Learn to make good choices and decisions;
- Develop physically, socially, emotionally, and intellectually;
- Develop a sense of responsibility;
- Recognize and respect the needs and feelings of others;
- Learn to express feelings and emotions in a positive manner.

Our History

The Centre was started by a group of interested individuals and parents, along with a community business partner (Puratone Corporation), who saw a need for a child care facility in our community. After approaching the Town of Niverville and the licensing agencies, the original directors sought out a Director and Early Childhood Educators to get the Child Care Center off the ground. It was decided to have temporary space in the Heritage Centre, the heart of the community, hoping that this would become a permanent home.

Growing Minds Child Care Centre was incorporated in January 2008 and licensed by the Manitoba Early Learning and Child Care Program in August 2008. We are a non-profit organization, funded by the Provincial government and parent fees. Our program opened its doors in September 2008 with licensing for 52 children. At that time, the urgent need for infant care became a focus for the committee. A school age program was started within the year. The Centre has now grown to include 201 licensed spaces, including 44 Infants, 112 Preschool and 45 School Age spaces which are located in Growing Minds Child Care Centre's three locations. Our Infant and Preschool Programs are located in the Niverville Heritage Centre (NHC) at 101 2nd Ave S, within Niverville High School (NHS) at 401 Centre St. and

our School Age location is located at 21/25 Main St. We are pleased to say a very positive, cooperative working relationship has grown between the centre and town. It is our hope to promote an intergenerational program within the Heritage Centre, benefiting all ages.

Curriculum Statement for Growing Minds Child Care

Infant Program

Growing Minds Child Care Centre is dedicated to quality Early Learning and Child Development. Our program enhances development by offering a variety of play based opportunities which foster the social, emotional, physical and cognitive development of all children. We recognize and support children's need to play, explore and interact in a positive way with elements in our environment. Growing Minds offers a well-structured daily routine, with plenty of flexibility to meet the individual needs of children. We believe that infants are "The Centre" of their curriculum. It is of utmost importance that we respect the infant and their family. We value infant's choices, their potential for development and their right to consistent care. We also recognize how important it is that an infant's family is able to have input and receive information regarding their infant's day.

The staff at Growing Minds believes it is important for infants to independently make choices throughout the day. We have a wide variety of developmentally appropriate toys available at the infant's level so they are able to choose materials of interest. Infants have the opportunity to choose to participate in any activities that we provide throughout the day. At meal and snack times we allow children to choose what they want to eat or drink.

We also recognize that infants learn and develop on a daily basis. The staff support this development by speaking to the children in simple, repetitive and consistent language. We explain our actions as we change their diapers, put them to sleep and feed them. We spend time reading books with them, singing songs with them and playing with the toys together. Children are encouraged to practice self-help skills. Examples of this include putting their cups in the fridge, finding their own diapers, getting their chairs out for meal times and having a stool at the sink so they can independently reach the sink. Providing these opportunities helps to build trusting relationships between the children and their caregivers. These trusting relationships help the infants feel comfortable and safe in order to grow and learn.

We encourage and support infant social development in a variety of ways. We provide toys that encourage sharing and spend time modeling how to share. At meal times we have tables that encourage the Children to interact with each other and we spend time talking about all the food that everyone is eating.

The staff at Growing Minds Child Care strives to ensure that infants are receiving consistent care between home and daycare. Upon enrollment, parents/guardians and caregivers discuss how and when the children are put to sleep, their eating habits, what they like to play with and other pertinent information regarding the infant. Caregivers do their best to ensure that the infant's daily routine is similar to their day at home. In order to best meet the needs of younger infants the main floor program offers morning and afternoon nap times. Older infants, requiring only one nap, are enrolled in the second floor program. Infants that arrive very early can be served breakfast (which is brought in from home) by a caregiver between 7:00 and 7:30.

Building a relationship with parents/guardians is central to the Growing Minds Child Care infant program. Caregivers achieve this using a variety of communication methods. At drop off times, parents/guardians will be asked about their infant's night and morning so that we are well informed and can offer the best possible care. At pickup times, parents/guardians are given verbal information about their child's day. Throughout the day, information is documented regarding each infant's nap, feeding and drinking, and diapering schedules. Throughout the week, we take pictures of the children at play. At the end of the week, we then print and post these pictures on our "Learning Through Play" board, along with information about what the children are learning while they are engaged in specific types of play.

Growing Minds Child Care infant staff offer sensory oriented activities for the children in their care. This means that each activity provided for the infants to participate in will engage one of their five senses. Touch activities can include anything from playing with water, snow, cooked spaghetti or cookie dough to putting materials with interesting textures in the toy baskets. Taste activities include simple baking, taste testing activities and trying new foods at snack times. In addition to this, we ensure all materials available to the infants are safe for them to put in their mouths because learning about things through gumming them is a natural part of infant development. We also provide opportunities for infants to listen to different types of music and provide them with shakers and toys that make unique noises. The infant's sense of sight is constantly engaged and we strive to ensure that they are not visually over-stimulated. We do, however, provide the children with things from nature, culturally diverse materials (such as books, play food, photos) and family pictures to look at. Infants' sense of smell is engaged at snack times,

spending time outside and enjoying the fresh flowers that we occasionally have in our room.

Our room is also set up to encourage learning through play. We have a wide variety of toys grouped in a manner that helps the children learn and explore. Long periods of uninterrupted free play are scheduled so that our infants have sufficient time to become involved in their activities. Our schedule includes only the necessities – playing, eating, sleeping and toileting. To ensure that the children are exposed to new materials, rotating our toys is done on a regular basis. Each morning staff has time off the floor to do a variety of tasks for our program. These tasks include (but are not limited to) disinfecting toys, rotating toys, creating new materials for our program, planning activities and updating our “Learning Through Play” board.

Children in attendance and their families are represented in various photographs throughout the room. Children spend time with senior residents in the building who speak culturally diverse languages, participate in story times, and walk to businesses in their community. Parents/guardians and staff are provided opportunities to get to know each other through functions such as the children’s holiday party and other planned events, as well as having parents/guardians spend time in the program visiting with their children and staff.

Growing Minds Child Care Centre strongly believes in the importance of appropriate physical touch in the infant program. We believe that children flourish in an environment where they are loved and can bond with their caregivers. A focus on touch, love and bonding is emphasized in our programs. All children will be hugged, held and told that they are loved on a daily basis.

Preschool Program

Growing Minds Child Care Centre is dedicated to quality Early Learning and Child Development. Our program enhances development by offering a variety of play-based learning opportunities which foster the social, emotional, physical and cognitive development of all children. We recognize and support children’s need to play, explore and interact in a positive way with elements in our environment. Growing Minds offers a well-structured daily routine, with plenty of flexibility to meet the individual needs of children. Opportunity for large amounts of uninterrupted play is offered throughout the day, eliminating disruption and transition during involved

play times. Snack times and teacher directed activity is optional for the children, allowing them to decide on their level of participation.

The staff of Growing Minds Child Care support learning through play by creating learning opportunities in the physical environment throughout the day. Staff offers a balance of planned and spontaneous daily play experiences. Planned play experiences are closely related to the children's' interests, and based on observations of their play experiences. Observations are conducted daily, during regular free play, capturing moments when children are engaged in play. Observations are recorded on detailed sheets and kept in a staff binder so that all members can keep informed of all observations made by team members. Spontaneous activities also occur through observation, noting the type of play and how it is selected, and offering materials and equipment to support that play.

The development of social/ emotional skills is supported by establishing opportunities for children to pretend play, having access to a variety of materials to expand their play, and experiment with different roles. Children will be encouraged to openly express their emotions which are validated by the caregivers in their programs. Caregivers are respectful and interested in what children are learning about. You will see staff asking children open-ended questions, getting down to their level and actively participating in play. The environment offers play opportunities for both large and small group interaction. Larger group activities are designed to encourage turn taking, smaller groups to foster the importance of friendship.

In support of cognitive skill development, children are offered open-ended art materials to create their own masterpieces which are proudly displayed throughout the programs. Materials are readily available at all times and have a variety of textures and styles, and colors. Access to these materials creates opportunity to practice fine motor skills using scissors, markers, glue and paint while allowing children to express themselves through their individual creations. Equipment offered includes puzzles, sorting and stacking toys, books, and games, which support counting, color recognition, language development and the use of self-help skills and independence. The play space is set up to encourage exploration, creativity and the opportunity to use the materials in ways other than their original intention. As the children's' interests shift, the staff provide new and interesting materials and rotate toys to assist the children expand their learning and play.

Growing Minds Child Care Centre is committed to physical activity in children, providing both indoor and outdoor opportunities for exercise and muscle

development. Children are offered daily gym time where they have access to balls, scooters, parachute play, riding toys, obstacle courses and running space. Children also spend a minimum of one hour each day in our Natural Playground, designed to encourage exploration of the environment and experiment with climbing, running, jumping, bicycling, rolling, digging, and sliding. All children, regardless of ability, are encouraged to maintain a healthy level of daily physical activity to promote a healthy lifestyle and love of the outdoors. The playground offers a variety of landscape textures such as soft grass, coarse sand, warm dirt, hard rocks, smooth bark and running water. Materials are designed to stimulate the children's' senses.

Growing Minds Child Care Centre is a family oriented program which encourages families to spend time together in our programs. Parents/guardians and caregivers are encouraged to participate in activities with their children daily, spend time with their children during snacks and remain to play at the beginning and end of their child's day. Daily verbal and written communication with parents/guardians is essential. Staff will convey to parents/guardians their child's experiences of the day, as well as keep a written journal of each child's experiences. Community relationships are also valued. Growing Minds Child Care Centre frequently takes children into community based organizations such as the grocery store, hardware store, post office, bank and other community organizations, so that children learn an appreciation for the services that are offered in our community, and see the important roles that members of the community play.

Policies of Growing Minds Child Care Centre

1) Registration

- a) Registration is determined according to the provincial Online Child Care Registry, with priority given to members living in Niverville and children needing care on a full time basis. Families with multiple children may be moved up the list if space is available for all of their children at one time. Employee benefits and retention include priority placement being given to children of employees. Parents/guardians with children already enrolled in Growing Minds Child Care will receive priority placement for other children in their immediate family in need of care.

- b) Enrollment in one of our programs does not guarantee placement in all of our programs. We will do our best to accommodate your children as they age, but enrollment will depend on vacancies available.**
- c) Registration is accepted on a full time basis only.
- d) Registration at the NHS location will only be accepted for children ages 3 months-5 years. Child Care is no longer available at the NHS location for children come August 31 of the year they enter kindergarten. Children attending the NHS location needing kindergarten care are required to place their child's name back on the wait list.
- e) Parents/guardians are required to complete a registration form, medical consent form and a parental agreement upon enrollment of each child. Please keep our records up to date by letting staff know of any changes in home, work or emergency numbers as well as emergency contacts, medical or other pertinent information.
- f) Most children adjust easily to a group care setting. Sometimes regardless of age, a child may not be developmentally or emotionally ready for a large group setting and may exhibit stress throughout the day. If the staff determines that your child is having difficulty coping, you will be asked to meet with the Director to discuss the situation in the best interest of your child. If the situation cannot be resolved, you may be asked to find alternate care arrangements. The Centre will assist you in any way we can.
- g) It is the responsibility of the parent/guardian to inform the Centre of any behavior or special needs of their children, use of any regular medication, consultation with any outside agencies (i.e. Child Development Clinic, psychologists' etc.) on the registration form. This information does not preclude your child from attending the Centre but allows the Centre to be prepared to meet the needs of your child. Failure to share this important information may lead to your child being removed from the Centre.
- h) Children with additional support requirements who need the assistance of support staff will not be accepted into the Centre until funding for the staff is in place through the Manitoba Early Learning and Child Care Program.

2) License

a) Growing Minds Child Care Centre NHS location is licensed by the Manitoba Early Learning and Child Care Program for 54 preschool, and 20 infant spaces. The NHC location is licensed for 58 preschool and 24 infants. The Main St. location is licensed for 45 school age children.

3) Ages Accepted

a) We accept children 3 months to 5 years of age, in accordance with the license requirements of the Province of Manitoba. Child care is not available at the NHS location once children enter kindergarten. Children entering Kindergarten may occupy their space until August 31. Children attending the NHS location needing kindergarten care are required to place their child's name back on the wait list.

4) Wait List Management

- a) Wait list for all locations will be managed as one. Space will be offered to families based on location of opening. Parents who decline the space due to location will remain on the wait list and will be offered another space if one becomes available. Parents will retain their position on the wait list.
- b) Once children are placed into a program, their name is removed from the wait list. **Parents wishing to move their children to the Heritage Centre location must place their children on the wait list and will not be given priority placement with the exception of cases where a sibling maintains space at the Heritage Centre location.**
- The Heritage Centre location is restricted to the number of kindergarten children it can enroll
 - Child care will end for children entering kindergarten on August 31, just prior to school entrance. Due to the distance of the NHS location from the

school, Growing Minds Child Care is unable to take children to and from school.

- Parents using the services of the NHS location must place their names back on the wait list if requiring kindergarten care or school age care. Growing Minds Child Care cannot guarantee that space will be available at either alternate location and parents are encouraged to seek alternative care if needed beyond preschool age.

5) Withdrawal

- a) Four (4) weeks written notice must be given prior to withdrawing your child. If less than 4 weeks' notice is given, you will be charged the daily rate for each day less than 4 weeks. All fees owing must be paid when the 4 week notice is given.
- b) A child may be considered withdrawn if they are absent for 5 consecutive days with no explanation. You will be billed for these days as well as the 4 week notice.

6) Hours of Operation

- a) The Centre is open from 7:00 a.m. to 6:00 pm. The centre's clock will be used as the correct time.
- b) The Centre doors will remain locked until 6:45 a.m. Parents/guardians may enter the locker area to undress their children and may sit with their child in the playroom provided they remain with their child until 7:00 a.m. Staff in attendance before 7:00 a.m. are preparing for the day and have opening duties to attend to; they are not responsible for children until 7:00 a.m.
- c) All children must be picked up and have left the Centre by 6:00 pm, as staff cannot leave the Centre until all parents/guardians and children have left.
- d) If your child is still at the Centre at 6:00 p.m. and the Centre has not been contacted, we will attempt to reach the parent/guardian or alternate contact

people you designate. If by 7:00 p.m., we have been unsuccessful at reaching the parent/guardian or alternate contacts, Child and Family Services will be called to report a child in need of care.

- e) We strongly suggest that you carry a card in your wallet or purse requesting that the Centre be contacted should you become sick, injured or otherwise unable to speak for yourself, during the hours your child may be at the Centre. We will notify your alternate contact people to pick up and provide alternate care for your child.

7) Late Fees

- a) The late fee is ten dollars (\$10.00) per fifteen minutes, or any part thereof, for each child in attendance past 6:00 p.m.
- b) Late fees are assessed when:
 - the child has not been picked up by 6:00 p.m.
 - a parent/guardian arrives right at 6:00 p.m. and remains in the Centre after the 6:00 p.m. closing time to dress and leave the Centre
- c) Parents/guardians are required to sign a late fee agreement at the time of pickup and to pay the late fee directly to the staff member who was required to stay with your child/children. The late fee must be paid no later than the following day by 6:00 p.m.
- g) Although the staff appreciates being notified by parents/guardians if they are aware that they will be late, the late fee will still apply.
- h) Parents/guardians picking up their child/children after 6:00 p.m. more than three times may be asked to withdraw their child/children and they will be charged \$1 per minute for each infraction(s) over the initial \$10 charge. Parents/guardians will be given four weeks notice to find alternate care.

8) Arrival and Departure to/from Centre

- a) The centre is in lock down during operational hours. Parents/guardians may purchase a key fob for \$20.00 (refundable when returned) so that they may enter throughout the day for pick up and drop off. For the safety of all children, security fobs are not to be lent out to friends or family. If a friend or family member is picking up your child, the staff will greet them at the door and perform the appropriate identification checks. Please do not let unknown individuals enter with you.
- b) When a parent/guardian is present in the Centre, the child is no longer the responsibility of the staff nor are they counted in ratio. Please ensure your child is supervised at all times in the Centre.
- c) Parents/guardians **MUST** deliver their children to the Centre. You must accompany your child/children right into the appropriate playroom and notify staff that they have arrived. The Centre **WILL NOT** be responsible for children who are not brought right into the Centre and staff notified of their arrival. Staff will mark children in on the attendance program.
- d) Parents/guardians **MUST** pick up their children from the Centre, or have the child picked up by an alternate contact on the child's file. Once parents/guardians arrive at the Centre, they assume responsibility for their children. Parents/guardians are required to notify staff when their children are leaving for the day. These measures are to ensure the safety of all children and to allow staff to know where children are at all times.
- e) Parents/guardians are required to notify the Centre if their child is to be picked up by someone other than themselves. Your child will not be released to any person other than those persons named by the custodial or primary care parent/guardian. If an authorized person is picking up your child/children for the first time, they will be asked to show identification. If a parent/guardian does not inform the Centre that an alternate person is picking up their child/children and the staff cannot reach the parent/guardian, the child will be released to any alternate persons as indicated on the registration form.
- f) Parents/guardians must provide written or verbal notice to the Centre when the child should be picked up by someone other than the assigned alternate contact on the child's file. If this notice is not given, staff will not release the

child. If such notice is given by phone and the staff is unsure of the identity of the caller, the staff may call the phone number of the parent/guardian as listed in the Centre's files (home or work).

- g) Your child will not be released to any person who, in the opinion of the staff on duty:
 - i. Is under the influence of drugs or alcohol and poses any potential threat to the safety of your child. In this case, staff will call the parent/guardian and/or alternate contacts listed in your child's file and they will be requested to pick up the child.
 - ii. Any person under the age of 12 years.
- h) Growing Minds Child Care Centre will assume no responsibility for your child once they are released from our care.
- i) In cases where there is a custodial concern, the parent is to provide Growing Minds Child Care Centre with a copy of the Order, Judgment or Agreement addressing the issues of access and custody. Written directions should be provided by the custodial enrolling parent regarding access by the noncustodial parent to the Centre. Growing Minds Child Care Centre cannot legally deny access to a non-custodial parent without a legal document outlining access. However, staff will make every reasonable attempt to deter the non-custodial parent and contact the custodial parent for confirmation and/or instructions.

9) Fees

- a) Fees charged by The Centre will always be the maximum allowed by the Manitoba Early Learning and Child Care Program. Subsidized parents/guardians are responsible for paying for any daily fees or absent days not covered by Manitoba Early Learning and Child Care's Subsidy Program.

- b) Effective July 8, 2013, fees are as follows:

Infants	\$30.00 per day
Preschool	\$20.80 per day

School Age	\$10.30 per school day \$20.80 on non-school days
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- c) As per the Manitoba Early Learning and Child Care Program licensing standards, Growing Minds Child Care Centre charges the maximum allowable fees possible. This includes additional cost for use of extended hour care. Full time care is considered attendance of 4-10 hours. Any amount of time in attendance over 10 hours of care is considered extended hours and parents/guardians will be charged an additional \$10.00 per child added to their invoice at the end of the billing period.
- d) Fees are due at the beginning of each four (4) week billing period as outlined by the Manitoba Early Learning and Child Care Program. Invoices for reference purpose will be sent by email at the beginning of each billing period. Only one invoice per family will be issued. In the case of parents/guardians who share payment responsibilities, please arrange to have one parent/guardian only paying per account. Parents/guardians may pay the entire 4-week period or may choose bi-weekly payments. Please speak to the Director to make these arrangements.
- If full payment is not received by the expected due date, you will receive a notice indicating your payment is overdue. A \$10.00 surcharge will apply to any payments not clearing your account.
 - If you fail to make payment as arranged, care may be suspended on the first day of the following billing period. Fees in arrears not paid within 30 days of the end of the billing period will result in the immediate termination of services. Parents will be required to add their names to the provincial Online Child Care Registry for future openings.
 - Growing Minds Child Care strives to ensure that your monthly invoice is accurate and distributed in a timely fashion. There are times when human error occurs and we ask that you bring any discrepancies in invoices to the immediate attention of the Director. The invoice will be reviewed and corrected within two business days. Although we aim to invoice all families correctly, in the event of error, parents/guardians are required to pay all correct amounts owing to the centre.
 - An interest charge of 2% per month will be charged on all overdue accounts of families of children no longer attending the Centre.

- e) Payments may be made by cash, cheque or email transfer. Parents/guardians paying their fees with cash must give their payments directly to a staff member. Parents/guardians must count their cash in front of the staff, ensure the staff documents the amount on the envelope and initials the envelope to indicate they have received the cash. Parents/guardians will initial next to the staff signature. Staff will issue you a receipt indicating receipt of a cash payment. The Centre will not be responsible for cash if the above procedures are not followed.
- f) All unpaid accounts will be settled by a collection agency or small claims court. If your account is forwarded to a collection agency or small claims there will be an additional fee added to the amount to cover the cost of the court or collection agency fees.
- g) Fees are payable in all cases of absenteeism, including illness, vacations and Weather Related Closures as well as for all holidays observed by the Manitoba Early Learning and Child Care Program. The Centre will be closed on the following days:
- New Year's Day
 - Louis Riel Day
 - Good Friday
 - Victoria Day
 - Canada Day
 - August Civic Holiday
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Eve Day at 1:00 p.m
 - Christmas Day
 - Boxing Day
 - New Year's Eve Day at 1:00 p.m.
- **Plus any holidays as proclaimed by the Federal or Provincial Governments**
- h) There is a charge of \$10.00 for any N.S.F. cheques. Parents will be notified of returned cheques and are required to pay all charges in cash within two banking days of being returned. If cash is not received within this time, the

weekly penalty (an additional \$10.00) shall be assessed and the policy for overdue accounts will be instituted.

- i) The Centre will provide an annual receipt that may be used for tax purposes by the end of January. There will be no charge for this receipt.
- j) Parents/guardians are asked to fundraise on behalf of the centre in order to meet our operational costs. The Centre will offer fundraisers which will impose the least amount of burden on families. Parents/guardians may also make a one-time or monthly donation to the Centre. This donation can be added to your monthly invoice and can be arranged through the Director.

10) Provincial Subsidy

- a) Manitoba Provincial Government Subsidy is available for parents/guardians and is assessed according to the family income and need. Please ask office staff for a subsidy application form. Alternatively, you may apply for subsidy online at the Manitoba Early Learning and Child Care Center website.
- b) To speed up the assessment process, please ensure to attach the necessary documentation such as pay stubs, verification of education etc.
- c) If the Manitoba Early Learning and Child Care Program has not approved your subsidy application on the first day of your child's attendance, you will be responsible to pay the full cost of care until confirmation of subsidy is received.
- d) The Manitoba Early Learning and Child Care subsidy allows 15% absent days for each approval period. If your child's absences from the Centre exceed your allowable absent days, you will be required to pay full fees for all exceeding days.
- e) **Subsidy Renewals:** The Centre receives a copy of subsidy renewal requests from the Manitoba Early Learning and Child Care Program at the same time as parents/guardians. You are responsible to return your subsidy renewal forms to Manitoba Early Learning and Child Care Program on time. If you have not been reassessed or your reassessment is not approved, you are

responsible for all daycare charges incurred. Your invoices will reflect the total cost of care until we receive your subsidy confirmation. It is the parent's/guardians responsibility to ensure that this confirmation is received in our office. Please remember to attach a current pay stub and all other required documentation to all application to speed up the decision regarding your application.

11) Vacation Time

- a) We encourage parents/guardians to ensure that their child has some "vacation time" away from the Centre at least once per year. Just as working parents/guardians need a break from their job, children as well need a break.
- b) Prior to peak holiday times, parents may inform the centre of any anticipated vacation dates. This will enable the Centre to staff adequately, plan field trips, etc.
- c) Please remember that parents/guardians are responsible for fees when their children are not in attendance for vacations.

12) Sick Children

- a) If your child becomes ill while at the Centre and they show any of the following symptoms:
 - Vomiting
 - Diarrhea
 - Temperature over 100 degrees along with other symptoms
 - Green or yellow discharge from nose or eyes
 - Listless, sleeping and not participating in program the staff will assess the child who is ill and make a decision if parent/guardians will need to pick up the child. Parents/guardians are required to make arrangements to pick up sick children immediately upon request. If we are unable to contact the parent/guardian, the alternate care person will be notified. Children who exhibit the above symptoms will not be accepted at the Centre.

- b) If your child has a communicable disease, you must follow the Public Health rules regarding incubation and/or isolation and a Doctor's certificate may be required upon re-entry to the Center.
- c) Children required to take antibiotics will be excluded from the program for the first 24 hours of treatment and until able to comfortably participate in all aspects of the program.
- d) If a School Age child becomes ill prior to leaving for school, the parent will be notified and asked to decide whether the child will be sent to school or held back until the child is picked up by the parent/guardian or alternate care person.
- e) If a child becomes ill while at school, it is the responsibility of the school to notify the parent/guardian. The parent/guardian should notify the daycare that the child is being picked up at school and will not be in attendance at the Centre.
- f) Please notify the Centre if your child will not be attending due to illness or any other reason.
- g) Please notify the Centre of any dietary restrictions or allergies your child may have.
- h) If children are not well enough to participate in regular activities, including going outside, they should not be attending the Centre until completely recovered.

13) Medication

- a) Staff will only administer over the counter and prescribed medication that is provided to the daycare by the parent/guardian. All medication must be in its original container. Prescription medication must have the child's name and dosage on the pharmacist's label.
- b) It is advisable to request the pharmacy put medication into two bottles if you are intending to leave medication at the Centre for any time longer than a

day. Staff will not return after hours to give medication that has been forgotten at the Centre.

- c) Staff will administer non-prescribed medicine to children, unless we feel that the policy is being abused (e.g. children are being given non-prescription medications for long period of time). At no time will a staff member administer medication in excess of the recommended dosage on the bottle. If your child exceeds the weight designation on the medication, a note from their physician must be included to authorize the administration above the recommended dosage for age.
- d) Parents/guardians must fill out a medication form authorizing staff to administer any medication to their child.
- e) Parents/guardians must give all medication directly to staff to place in a secured location. Medication left in/on lockers jeopardizes the safety and health of other children who may have access to it. Parents/guardians could be held liable should this happen.
- f) **Life Threatening Conditions** – In the case of medication that must be immediately accessible to a child due to life threatening circumstances such as an epi-pen, the medication must be worn on the child's person, in a form such as a fanny pack. The medication must be in a sealed container and the pack must be kept zippered at all times. Children too young to have the responsibility of rescue medications on their person will have a primary caregiver wear it for them. Children cannot remain at the Centre without their rescue medication. ***If your child has a life threatening allergy, please request a copy of The Centre's anaphylaxis policy.***
- g) **A CHILD WITH LIFE THREATENING CONDITIONS (EG. DIABETES, ALLERGIES, OR ASTHMA) WILL NOT BE ADMITTED TO THE CENTRE UNLESS THEY WEAR A MEDIC ALERT BRACELET AT ALL TIMES. CHILDREN WILL NOT BE PERMITTED TO REMAIN IN THE CENTRE WITHOUT RESCUE MEDICATIONS.**

14) Child/Staff Ratio

- a) Growing Minds Childcare Centre follows the provincial regulations for child/staff ratios, as listed below:

Childcare Program	Staff/Child Ratio
Infant	1 staff / 4 children
Preschool	1 staff / 8 children
Kindergarten	1 staff / 10 children
School Age	1 staff / 15 children

- b) When children are in mixed age groups, the staff will determine ratios by the formula provided by the Manitoba Early Learning and Child Care Program. These ratios are in accordance with the Provincial Child Care Regulations.

15) Insurance

- a) Although the Centre carries an insurance policy, parents/guardians are encouraged to carry either Blue Cross or another student insurance policy for each child.

16) Toilet Training Procedure

- a) Parents/guardians are responsible for supplying diapers/pull ups for their child at The Centre.
- b) Infants up to two years old will not be introduced to toilet training unless there is a written request from the parent and it has been demonstrated that the child is aware of the training and has some control over their bodily functions.
- c) Preschool children demonstrating signs of readiness will be encouraged to toilet train.
- d) **Toilet Training**

- Toilet training should be a joint effort between the home and daycare. The parent/guardian must be willing to work with the Centre if training is to be successful.
- Once a child is comfortable with the potty chair/toilet, we may ask that you put your child in training pants at all times, except during sleep. When accidents happen, we will not make negative comments.
- Often if a child is in “disposable products” rather than cloth, they may not feel wetness and may not be aware of wetting themselves. We recommend that your child use cloth-training pants with plastic pants.

e) **Changing Routine**

- Children are taken to the bathroom at scheduled times during the day. Children are encouraged to do as much for themselves as they can.
 - Preschool children in diapers will be encouraged to try sitting on the potty as part of regular bathroom routine.
- f) Use of clean disposable gloves will be worn for each diaper change and/or when assisting children with cleaning after toileting.
- g) Strict hand washing techniques will be adhered to by all staff and children after toileting routines.

NOTE: Please contact the Centre for a complete copy of our Potty Training Policy.

17) Extreme Weather or Hazardous Road Conditions

During inclement weather, Growing Minds Child Care Centre will follow Hanover School Division’s School Closure Policy, which includes:

a) Full Closure Due to Weather and Road Conditions

When Hanover School Division has a “Full Closure Due to Weather & Road Conditions”, all Growing Minds Child Care Centre locations will be closed for the day.

b) Partial Closure Due to Extreme Cold

When Hanover School Division has a “Partial Closure Due to Extreme Cold”, the Infant and Preschool programs will be open for normal hours of care. The School Age program will be open for “Before and After School” hours only. We are unable to provide School Age care during the day when the school is closed due to cold weather.

In both situations, the full or partial closure for the Hanover School Division will be announced on the Hanover School Division website (www.hsd.ca) as well as on local radio stations.

Growing Minds Child Care Centre will inform parents/guardians using Sandbox when Hanover School Division announces a full or partial closure. It is the parent/guardians responsibility to check Sandbox for this information.

Fees are payable in all cases of Weather Related Closure.

18) Emergency Evacuation Procedure

- a) On the sounding of an alarm, all children and staff are to vacate the building according to the exit plan posted in each room. All children and staff are to gather in the front of building. Designated staff will bring the attendance sheet, first aid bag and parent information binder, and account for all children.
- b) In the event of an actual emergency, staff/children from the staff and children at the NHC location will gather at the Golden Friendship Circle. Staff and children at the Main St. location will gather at Chicken Chef and staff and children at the NHS location will gather at the Niverville Arena.
- c) The Centre will notify parents/guardians in the event of an emergency.
- d) **Please refer to our fire safety plan and emergency evacuation procedures posted throughout the Centres.**

19) Emergency Medical Care

- a) We strive to keep our center clean and child friendly. Daycare staff provides constant supervision of the children and they are alert to accident prevention. Realizing that accidents can happen, all staff is trained in emergency first aid and infant/child CPR.
- b) The majority of accidents result in scrapes, cuts, bumps, and bruises. Less common injuries among young children includes bites and scratches. You will receive an incident report documenting all injuries that come to the attention of daycare staff.
- c) In the case of injuries requiring minor medical attention, the Centre will notify parents/guardians after staff have administered the necessary first aid. Parents/guardians may be asked to pick up their child and escort them to their family doctor. If the Centre cannot reach the parent/guardian, we may ask your alternate contact person to act on your behalf. If the Centre cannot reach the parent/guardian or alternate contact person, a daycare staff member will escort your child to the nearest medical facility.
- d) If a serious injury occurs, the Centre will immediately call an ambulance as well as the parent/guardian or alternate contact person. A staff member will accompany your child to the hospital and remain with them until you arrive.
- e) As per Provincial Child Care Regulations, the Centre will advise Manitoba Early Learning and Child Care Program of all injuries requiring medical treatment that occur at the Centre.
- f) It is very important that the Centre knows how to contact the parent/guardian at all times. Please notify us immediately if your contact information changes or if alternate contact information is available for any reason on a given day.

20) Behavior Management

Our Philosophy of guiding children's behavior promotes socialization and nurturing the full potential of each child. Our ability to guide a child is dependent upon their developmental level. Our methods are based on a sound knowledge of child development, with understanding and respect for the child as an individual. The rules and limits in the Centre are explained to the children and enforced consistently in a positive manner.

a) We do not:

- ❌ Inflict any form of physical punishment
 - ❌ Inflict verbal or emotional abuse, or ❌
- Use denial of physical necessities.

b) Certain Center rules must be followed to ensure the safety and well-being of all the children and the smooth operation of the Centre. The following child behaviors are unacceptable:

- Hitting of children or staff,
- Deliberately destroying Centre equipment,
- Foul language
- Leaving the Centre on their own without permission

c) Many behavioral issues can be corrected by the child's understanding of the problem and reconciliation with the people involved. Our goal is to encourage children to be responsible and encouraging and to demonstrate mutual respect, cooperation and self-reliance.

d) When unacceptable behaviors occur, the staff uses the following techniques: ❌
Talk to the children and try to solve the problem together.

- Re-direct the child to another activity or area if the child is having difficulty within a group or area.
- Direct the child to have a quiet time to reflect on the behavior/settle, after which time the staff will talk with the child about what has happened before they return to their activity.

- Remove certain privileges such as a play area or activity. This includes the "Principle of Natural and Logical Consequences" meaning that the consequence is specifically related to the undesirable behavior.
- e) If unacceptable behavior continues or escalates on a regular basis and in turn is becoming detrimental to the child, other children, staff or program as a whole:
 - The Centre will contact parents/guardians to discuss the problem and to determine the best method of intervention.
 - .
 - The Centre will contact the Manitoba Early Learning and Child Care Program Coordinator to discuss the situation and to request support through referrals to outside professional agencies, if needed.
- f) If staff is unable to provide adequate care for children with aggressive and unsafe behavior, the Centre will notify parents/guardians to pick up their child immediately. Regular childcare fees for that day will still apply.
- g) If the problem continues, the Center may suspend the child from care. The parents/guardians will receive at least two days notice before suspension takes effect. The Centre may request that the parent/guardian seek outside professional resources (i.e. psychologist, Child Development Clinic, Child Guidance, etc.)
- h) If parents/guardians refuse to seek outside supports, or if all the behavior management policies have been exhausted, and the problem still cannot be resolved, the parent/guardian may be asked to remove the child from the program. The parent/guardian will receive at least one-week notice. Whenever possible the Director will assist the family in finding suitable alternate care.
- i) Physical/verbal abuse of children or staff will not be tolerated. This type of continued behavior could be cause of immediate removal of the child from the Centre for the safety of all involved.
- j) The Centre is committed to cooperation and encouragement for children exhibiting unacceptable behavior and their parents/guardians. Most of the time, problems can be resolved with cooperation and working together to change the behavior. We encourage parents/guardians to discuss any concerns they may be having about their child's behavior before they become major problems. We will

notify parents/guardians of our concerns through reports and follow-up personal contact.

21) Field Trip Transportation by Rented Bus

- a) For any field trips throughout the year, a rented bus transports children.
- b) The bus will transport no more than the allotted number of children in which the bus is licensed to transport.
- c) The driver of the bus must possess a valid class 2 driver's license.
- d) The bus equipment will be checked daily by the designated driver; tires, gas, turn signals, all lights, brakes, etc. Any concerns will be reported to the Director or Center Supervisor immediately.
- e) The bus will be loaded in an orderly fashion. Children must sit as they enter the bus.
- f) When arriving at the destination, children are to remain on the bus until entrance fees have been paid and staff is aware of procedures to follow.
- g) Provincially regulated staff/child ratios will be maintained at all times.

22) Parent Complaints

- a) The staff of the Centre are available to discuss the day-to-day happenings, but concerns and complaints not dealt with to the parent's satisfaction should be addressed to the Director/Assistant Director or Program Supervisor. Issues should not be directed to the Board of Directors unless all other avenues have been exhausted in an unsatisfactory manner.
- b) It is the expectation of the Centre that parents/guardians will always conduct themselves in a professional manner when dealing with any staff member. Verbal or physical abuse will not be tolerated and could be cause for the

parents/guardians to be asked not to attend the Centre or to withdraw their child from the program.

c) Procedure for Concerns/Complaints

- i. Parents/guardians should make an appointment to discuss their concern with their child's primary caregiver by phone or in person.
- ii. If the concern is not resolved, then either party (parent/guardian or employee) should address the concern in writing to the Director.
- iii. If the concern cannot be resolved to the satisfaction of both the parent/guardian and the Director, then it should be addressed, in writing, to the Chair of the Board of Directors. The Board's will provide their decision on how to resolve the concern to the parent/guardian in writing.

23) Repairs & Maintenance

The Board of Directors policy regarding renovating and maintenance under ideal circumstances is:

- a) Any such work will be scheduled during periods of low occupancy.
- b) Parents/guardians will be provided with a four weeks' notice for any nonemergency renovations requiring Centre closure or disruption to regular operating hours. Parents/guardians are responsible for full payment of fees during any such work.
- c) Any questions or concerns related to health and safety will be referred to Workplace Health and Safety and the Manitoba Early Learning and Child Care Program. The Centre will adhere to the recommendations provided by those agencies.
- d) A period of four weeks' notice will be given to parents/guardians regarding work funded through a time-limited grant; all effort will be made to obtain an extension of the grant deadline to accommodate the four-week notice requirement. If there is any denial of such an extension, the Board of Directors will proceed according to the best interests of the Centre.

- e) Please notify the Director upon registration if your child has any allergies or problems related to paint, glue smells, etc.

24) Confidentiality

a) Our staff and Board of Directors are expected to keep all written and verbal information regarding the daycare and its users strictly confidential. Confidentiality laws bind staff and do not allow them to discuss children in the program with anyone other than their own parents/guardians. Gossip about other parents/guardians and children can be very destructive and tends to create larger problems. We ask parents/guardians to respect this request and not to put staff in an awkward position by asking about other children in the program.

25) Pictures/Videos

a) On occasion, the staff will take pictures or videos of the children or program. Only the Centre will use these pictures/videos for the purpose of programming, sharing with parents and children's activities. No one else will be allowed to take pictures or videos without permission of the parents/guardians. A signature is required on the Parental Agreement Form to acknowledge this policy.

26) Smoking

a) To ensure the health and safety of the children, smoking is not allowed in our buildings. This includes the use of e-cigarettes or similar devices.

Program of Growing Minds Child Care Centre

Growing Minds Child Care Centre has a well-planned program, centered on meeting the needs of children at various ages and developmental levels. The daily schedule includes a balance of structured and unstructured activities. Our daily routine includes both active and quiet free-play activities, staff-directed activities, as well as snacks/lunch, hygiene, and clean up times.

All staff participate in planning the program and staff meets regularly to formulate and develop program ideas. The program is evaluated on an ongoing basis as the childrens' needs change.

Children are encouraged to participate in their own way in all activities but we also respect a child's wish not to participate at times.

We strive to have each day offer the children a variety of choices and activities that are stimulating as well as fun. We try to keep a consistent daily routine, which promotes the feeling of security in knowing what happens next.

27) The Playrooms

Our playrooms, are divided into "learning centers". The learning centers available are:

- Art
- Science
- Library
- Dramatic Play
- Blocks & Large Toys
- Manipulatives
- Large Muscle
- Sand & Water Play
- Music

Each of these centers is available to all the children on a daily basis. Each center has a specific number of play spaces and is designed to facilitate and enhance children's play experiences.

Parents/guardians will be offered a tour of each learning center before their child begins in the program.

28) Lunches and Snacks

- a) Parents/guardians of infants are responsible to provide formula/milk and baby food for their child on a daily basis. Please label all containers. In the Infant program, milk and formula are refrigerated until they are needed. Please use an ice pack to keep food items cool in lunch kits.
- b) Parents/guardians are responsible to provide their child with a nutritious packed lunch, as well as two healthy snacks for their child to enjoy in the morning and in the afternoon. Please label all containers.
- c) The Centre is equipped with microwave ovens to heat children's lunch. We will re-heat foods for your child provided:
 - The food has been pre-cooked
 - The food is packed in a microwave safe container
- d) Growing Minds Childcare Centre will not assume responsibility for ill effects of food supplied by parents/guardians.
- e) Please be aware that the children's lunches are not refrigerated. We recommend using ice packs to keep children's food cool for the day.
- f) The Centre strives to teach the children healthy eating habits. Please send nutritious foods and try to include selections from each of the food groups that are essential to your child's health. Please do not send soft drinks, chocolate bars or other junk food.
- g) In an effort to help children develop a healthy approach to eating and nutrition, the Centre has consulted a Certified Nutritionist and adopted their philosophy regarding meals and snacks. As a result, the Centre allows

children to eat their lunches in the order of their choosing rather than enforcing an order. Parents/guardians are encouraged to send a variety of healthy choices with a single small treat option. This approach assists us in providing a positive, less stressful mealtime by eliminating the treat food as a distraction. Once the child eats their treat, they are more likely to continue and eat their remaining healthy choices.

- h) The Centre will do its best to respect parent requests regarding food restrictions due to religious or personal eating habits.
- i) If your child has food allergies, or develops any, please advise us immediately.
- j) **We are a “Nut Aware” facility and do not serve foods containing peanuts or traces of nuts, due to potential allergic reactions. For the safety of all children in our care, please do not send food items such as peanut butter or foods containing peanut products. Foods manufactured in a facility that processes nuts, as well as foods labelled “may contain”, are prohibited.**
- k) Despite the best efforts of the Child Care Center and Board of Directors, no individual or organization can guarantee an “Allergy Free” environment. This Child Care Facility recognizes and communicates to parents/guardians that, in spite of our best efforts, cooperation of other families cannot be guaranteed and accidents may occur. Children will not be permitted to consume foods brought from home if deemed unsafe for other children.

29) Clothing

- a) Children should wear play clothes to daycare. Some activities can be messy. We do provide smocks, but clothes may get wet or soiled anyway. Please do not request us to restrict your child’s activity to protect their clothes.
- b) Parents/guardians are responsible for supplying diapers/pull-ups, wipes, and diapering cream/lotion for their child at the Centre. Parents/guardians are responsible for keeping track of the quantity of diapers/pull-ups they send to the

daycare. If there are insufficient diapers/pull-ups, the centre will charge \$2 for every diapers/pull-ups it provides for the child.

- c) Each child must have soft soled, non-skid footwear to wear inside the Centre. Beach thongs or slippers are not suitable to active play.
- d) Please provide a complete change of seasonally appropriate clothing, to keep in your child's locker. This includes socks, underwear, pants, top, etc. It is the parent/guardian's responsibility to provide clean clothing and to replace the changes of clothes if they are used. The extra clothes should be stored in a bag in your child's locker. Be sure to label the bag and all items of clothing with your child's name. If your child is lacking necessary clothing, you will be contacted to bring required items to the Centre so that your child can participate in all aspects of the program.
- e) The staff or center will not be responsible for lost items. Please check the lost and found on a regular basis. Periodically, we will bring unclaimed articles to the local MCC.
- f) As required in the Manitoba Early Learning and Child Care Regulations, the children will have outdoor play daily. **IT IS IMPERATIVE THAT YOUR CHILD BE DRESSED SUITABLY FOR THE WEATHER!**
- g) Please ensure your child has a hat each day in the summer for outdoor play. As well, our building is air conditioned so we ask that you provide a sweater or sweatshirt.

30) Outdoor Play

- a) During the winter months, the children will not play outdoors if:
 - it is colder than -25 degrees Celsius
 - "feels like" it is colder than -25 degrees with the wind chill factor
 - if the wind chill factor is more than 1600
 - Other forms of inclement weather exist

Staff will use their discretion on whether to partake in outdoor play, depending on the weather conditions.

- b) As children will have outdoor play each day, it is the parents/guardians responsibility to ensure that their children are dressed appropriately. Please do not request that your child be kept indoors if they are in regular attendance.

31) Naptime for Infants and Preschool Children

- a) Infants will need a nap or probably two. Parents/guardians need to advise staff of the routine of each infant in order to maintain a schedule. The majority of preschool children need a mid-day rest to restore all the energy expended during the busy day's activities. Although we will respect the parent/guardian's choice not to have their child nap, if a child appears tired and in need of sleep, we will encourage parents/guardians to consider options, such as short nap.
- b) If a parent/guardian prefers their child not to nap, the child will be given quiet time with books, puzzles and quiet games.
- c) If staff feels that a child is ready to give up their nap, this will be discussed with the parent/guardian and a mutual decision will be made.
- d) Removing nap is usually a slow process of removing the child from the nap room two days per week and increasing days until the child no longer naps. A child not being in the nap room is dependent upon the staff/child ratio in the school age room during nap time.
- e) Nap times are from 9:30-11:40 and 12:30 - 2:30 p.m. daily. We supply a cot/playpen and sheets. Parents/guardians are asked to send a blanket and cuddly toy for their child. Remember to label these items.

32) Toys from Home

- a) We ask that parents/guardians not allow their children to bring their own toys to the Centre from home unless specifically requested. The toy could get lost or broken causing the child to be upset.

- b) If a child does bring a toy from home, they will be asked to put it in their locker until they are picked up.

33) Summer Programs & Field Trips

- a) The Centre is open throughout the summer holidays, with the exception of weekends and statutory holidays. The Centre staff will plan a variety of fun and educational activities and field trips. Through the remainder of the year, staff will plan field trips whenever possible.
- b) Blanket permission slips are signed upon enrollment to cover field trips within the community which do not require special transportation.
- c) Permission slips must be signed for all other field trips. Plans for summer field trips will be distributed in June. This will include one permission form for all planned summer trips.
- d) Parents wanting their child to be excused from a field trip should bring their request to the attention of the program supervisor. Children not attending outings may remain back with an alternate program.
- e) Please notify The Centre before 8:00 a.m. if your child will not be attending a planned field trip. Staff and children will not wait for children who have not arrived on time. Parents/guardians may meet the staff and children at the field trip if they desire.
- f) If a child's behavior on a field trip is deemed to cause a problem for the rest of the group, the staff may remove the privilege of going on the next field trip. Staff need to be very alert to ensure the safety of the entire group and cannot devote their exclusive attention to any one child for prolonged periods. Parents/guardians will be responsible to find alternate care in these circumstances, if there is not space in the alternate program.
- g) Parents/guardians are welcome to accompany us on any field trip. We can always use an extra set of hands. Parent accompaniment is appreciated; please remember that care decisions regarding all children should be left to the Early Childhood Educators.

34) Students

a) We often have students from various educational institutions who fulfill their practical experience requirements at our center. Their work is consistently monitored and directed by our staff and students are never left alone with the children. We find students are a very positive experience for our Center as students learn from us, and us from them.

35) Children with Additional Support Requirements

Growing Minds Child Care Centre supports and welcomes the inclusion of all children in its programs. The Centre is accessible to children with additional support needs. We strive to ensure active, meaningful participation by every child in the daily program and with one another.

We are committed to enhancing our programs to provide developmentally appropriate group and individual experiences to meet the needs of each child as an individual. Planned activities and outings are designed to ensure participation of all children.

Our learning centers are arranged so that all children may access the materials and equipment and make choices based on their abilities and interests.

We support families by ensuring that their child's development and needs are recognized so that each family can make appropriate choices for their child. With the consent of parents/guardians, we consult with early childhood intervention professionals in order to develop program plans best suited to their child's needs. We value the suggestions of parents/guardians regarding care for their child and will make every effort to ensure that those suggestions are implemented in the daily care of their child.

Our staff participates in regular professional development, including the opportunity to acquire additional information on the care of children with additional support needs.

In cases where a child with additional support requirements needs to support of an additional staff, enrollment is dependent on the availability of provincial funding.

Daily Schedule

Infant Program Daily Schedule

This is an example of the daily schedule, which is subject to change.

7:00-9:00	Infant playtime and cuddle time
9:00-9:45	Infant playtime/staff directed optional activity/Large muscle activities/Naps
9:45-10:00	Snack time prep/hygiene routines, diapering
10:00-10:15	Snack Time
10:15-10:30	Clean Up
10:30-11:15	Quiet time/story time/outdoor play
11:15-11:30	Diapering/hygiene routines
11:30-12:15	Lunch time/hygiene routines
12:15- 2:30	Nap Time-times may vary
2:30- 3:00	Wake up/hygiene routines/diapering
3:00-3:20	Snack Time
3:20-3:40	Teacher Directed Activity
3:40-5:30	Infant free play/outdoor play
5:30-6:00	Quiet Free play

Preschool Program Daily Schedule

This is an example of the daily schedule, which is subject to change.

7:00-8:45	Child selected free play
8:45-9:00	Clean Up Time/hygiene routines
9:00-9:30	Snack time
9:45-10:00	Calendar/Circle Time
10:00-11:00	Group Time/Kindergarten Readiness Program
11:00-11:30	Theme related activities/Outdoor Play
11:30-12:15	Hygiene routines/Lunch
12:15-12:30	Hygiene routines/Transition to Nap
12:30- 2:30 – for children who nap	Nap Time

12:30-12:45 – for children who do not nap	Quiet time
12:45-1:30 – for children who do not nap	Activity/Outdoor Play
2:00-2:30	Free Play/Outdoor play
2:30- 3:00	Wake up/hygiene routines
3:00-3:20	Snack time
3:20-3:40	Teacher Directed Activity
3:40-5:30	Child selected free play/outdoor play
5:30-6:00	Quiet Free play

GROWING MINDS CHILD CARE CENTRE INC.

CODE OF CONDUCT

FACILITY # 100954, 101357 & 102602

RHONDA KENNING

1-204-388-6113

office@growingmindsc.ca

At Growing Minds Child Care Centre, we strive to provide a safe, caring, learning environment for children, staff and families. We believe in equality and we respect diversity.

It is unacceptable to discriminate against another person unreasonably on the basis of any characteristic set out in subsection 9(2) of the Human Rights Code.

The following people are expected to behave in a respectful manner and comply with this code of conduct:

- management, Board of Directors and staff members
- children
- parents/guardians of children enrolled
- all others involved with our centre (visitors, professionals, students, volunteers)

Guiding Principles for Appropriate Behaviour

Be Respectful

We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.

Be Safe

We work and play safely to help keep ourselves and others from getting hurt.

Be Cooperative

We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.

Be Supportive of Learning

We learn to the best of our abilities and support the learning of others.

Developmental Capabilities of Children

We understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behaviour. The rules and limits in the Centre are explained to the children and enforced consistently in a positive manner, taking into consideration the varying levels of development capabilities.

Appropriate Use of Technology

All children, parents/guardians, staff and others involved in our centre must use email, electronic devices and the Internet in accordance with our policies. This protects people's privacy and the confidentiality of information.

Unacceptable Behaviours

The following behaviours by children, staff, parents/guardians, and others involved in our centre are unacceptable at all times:

- 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

Proactive Strategies

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

- having realistic and developmentally appropriate expectations for behaviour
- setting up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour
- planning a program based on children's interests and developmental needs
- establishing consistent yet flexible schedules and routines that help children gain trust, security and self control

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

- developing positive relationships, including making time to talk and listen
- establishing clear, consistent, simple limits
- stating limits in a positive way and periodically reminding people
- providing explanations for limits
- working together to solve problems
- modelling and encouraging appropriate behaviour

Consequences for Inappropriate Behaviour

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

- reminding people of expectations and limits (based on the developmental level of the child)
- using a respectful approach to explain why a behaviour is inappropriate and what behaviour is expected
- talking only about the behaviour, not labelling the person
- responding sympathetically and acknowledging feelings
- establishing natural, logical consequences

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

- using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour
- having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future

- developing a written contract with an adult or older child that outlines specific expectations and consequences
- giving a written warning that outlines specific concerns and consequences if the behaviour continues
- accessing outside resources for help, such as:
 - a behaviour specialist or other professionals to help staff understand and reduce a child's inappropriate behaviour
 - child and family services to access parenting supports ○ mediation services to resolve conflicts between adults
 - the Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behaviour involves discrimination or harassment
 - the police to assist with threatening behaviour

Depending on the severity of the behaviour, additional steps may be taken such as:

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

Policy for Use of Electronic Devices and the Internet Pertaining to Growing Minds Child Care Centre

This policy is meant to assure that people's privacy and the confidentiality of information about the centre, children, parents/guardians/caregivers and staff is upheld. **All children, parents/guardians, staff and others involved with the**

centre must use email, electronic devices and the Internet in accordance with our policies. Failure to do so will result in consequences and disciplinary action.

- a) Inappropriate uses of social media and Internet includes but is not limited to:
- Intentionally accessing, transmitting, copying or creating material that violates the confidentiality of children, parents/guardians, caregivers, the staff or centre itself
 - Intentionally accessing, transmitting, copying or creating material that violates the Centre's Code of Conduct which includes messages that are pornographic, threatening, rude, harassing, bullying or discriminating
- a) Information about staff, children, parents/guardians/caregivers and the centre (including photos and video) must not be posted on any personal web space, any social networking site, any public networking or file sharing site, or any other type of Internet website.
- b) The Director and Assistant Director of the facility have the right to monitor the use of information technology resources and to examine, use and disclose data which is contrary to this policy or legislation found as required under the law. They will use this information in disciplinary actions, and release to the police if it is criminal in nature.
- c) Please be aware of what you post online. Social media venues are very public. What you contribute leaves a permanent digital footprint for all to see.
- d) Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the child care facility in any way or otherwise create a conflict of interest.
- e) While using the services of Growing Minds Child Care Centre, it is expected that all staff, parents/guardians/caregivers are supportive and promote the centre in a positive light.

Consent Forms

Medical Consent

All children enrolling in a licensed Child Care Program with special medical needs/life threatening conditions will have a "URIS" plan (Unified Referral Intake System) formulated for them by the Public Health Department. This plan includes

an Emergency Health Plan specifically addressed to meet the needs of your child. Further information will be provided to you should this apply to your child. All staff will be trained in the use of rescue medications and recognition of symptoms related to the specific medical need.

In CASE OF EMERGENCY, I authorize GROWING MINDS CHILD CARE CENTRE INC. to take all medical measures prescribed by the attending physician and/or paramedics for my child deemed necessary for the welfare of my child. I understand that these emergency measures could consist of medical consultation and transport to the hospital and that I will be responsible for any transportation costs. This waiver applies only in the event that neither parent/guardian can be reached in case of emergency.

Field Trips

I give permission for my child to attend field trips. I release Growing Minds Child Care Centre Inc. and individuals from liability in case of accident during activities related to Growing Minds Child Care Centre Inc., as long as reasonable safety procedures have been taken.

Photographs/VideoTaping

I/We grant permission to Growing Minds Child Care Centre Inc. to photograph/videotape my child for the purposes of Centre use only.

If at any time a picture/videotape of your child is required for purposes other than Centre use, a separate picture release form will be sent home for approval.

Sandbox Photo Permission Form

One of the key components of our Sandbox Program is the ability to post photographs of the children hard at work and play. We understand the importance of sharing these important memories and experiences with parents.

To date, we have been posting photos of the children with their little faces covered or their backs turned. Although the pictures are adorable, we are certain that you may wish to see their smiling faces and have memories of the friendships that they are forming.

Given that this is a new system for information sharing, we are asking permission to take photos of the children's faces and post them to our Sandbox feed. This is a closed feed, available to the centre and parents only. We trust that when parents provide permission to share these photos on Sandbox, that they are respecting the privacy of other children and will not further post these photos to social media or internet. Growing Minds Child Care cannot be responsible for photos being posted by parents in locations other than our Parent Portal.

Please sign below granting permission for your child to appear in the photos that we share with other centre families through our Sandbox Parent Portal Newsfeed.

I grant permission for Growing Minds Child Care Centre to post pictures of my child/ren _____ at play and understand that their identity will be shared with other families.

I do not grant permission for Growing Minds Child Care Centre to post pictures of my child/ren _____ at play.

Signature: _____ Date: _____

Active Participation Form

In order to ensure the well-being of the Growing Minds Child Care Centre, it is imperative that we have the support of all the parents.

We would be happy to count you as one of the important links to this organization and you can show us this support by becoming a member of the board of directors or fundraising committee.

I/We have read and agree to abide by the Policies in the Parent Policy Manual, which include but are not limited to:

1. Delivering my child right into the Center and pick him/her (them) up.
2. Paying staff on duty a fee of \$10.00 for every 15 minutes that I am late. If I/we are late for three times, I /we agree to pay \$1 per minute over and above the initial late charge. I/we understand that if this occurs, we may be asked to find alternate care.
3. Notifying the Center in advance of anytime my child will not be attending.
4. Abiding by the Parent Fee Policy.
5. Authorizing Growing Minds Child Care Centre to make inquiries of other childcare centers, childcare providers and schools which my child has attended and authorize them to release information regarding my child to Growing Minds Childcare Centre
6. I/We have read, understand and agree to indirect supervision, Combined Age Groups, Exceeding Ratios, and Group Size Policies.
7. I/We give my permission for my child to accompany Growing Minds Child Care Centre on field trips within the community, when bussing is not required.
8. I/We will pay \$2 per diaper/pull-ups to the centre when I have not provided enough for my infant/child.
9. I/We have read and agree to comply with the Centre's Code of Conduct.

Security Fob Agreement

Please read the following stipulations set out for the use of the Security System Fobs provided for your use while at Growing Minds Child Care Center.

You are required to indicate in the registration forms that you agree to comply with the requirements of the system for the safety of your children as well as all others in our programs.

Please ensure that the Fob you are given is only used by you. The Fobs are not to be lent out to friends or family members coming to pick up your child. If someone other than yourself is coming to pick up your child, the staff will greet them, ask for identification where required and then invite them into the Center.

When you are entering the Center, please do not allow unknown individuals to enter with you. If your Fob is lost or stolen, please notify the office immediately so that we can de-activate the Fob to prevent unauthorized individuals from entering the center. There will be a \$20.00 fee for lost fobs.

Sunscreen and Insect Repellent Application Permission Form

Growing Minds Child Care Centre Inc. applies Sunscreen and Insect Repellent from April- September of each year as required. Our regulations require sunscreen to be a minimum of 15 SPF and insect repellent to contain no more than 10% Deet. Please provide these products for your child and indicate in the registration permission for us to apply these products on your child as needed or indicate whether you prefer not to provide products. Growing Minds Child Care cannot be responsible for children becoming sunburnt or mosquito bitten if parents choose not to supply these products.

Code of Conduct

I have read and understand the terms of the Code of Conduct as well as the policy outlining the use of electronics devices and the internet pertaining to Growing Minds Child Care Centre. I understand that any breach of these policies will result in the immediate termination of child care services.

Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the child care facility in any way or otherwise create a conflict of interest. While using the services of Growing Minds Child Care Centre, it is expected that all staff, parents/guardians/caregivers are supportive and promote the centre in a positive light.