

MUNROE EARLY CHILDHOOD EDUCATION CENTRE SCHOOL-AGE PARENT POLICY AND HANDBOOK

Director

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We are a government subsidized, non-profit child care facility.

We have a license to occupy the following:

Kent Road School

361 Kent Rd.

Phone: 204-654-4377

Regular Hours: 6:30AM to 9:30AM
2:30PM-6:00PM

Kinder 11:30-6:00PM

In-service Hours: 6:30AM to 6:00PM

George V School

265 Grey Street.

Phone: 204-479-1398

Regular Hours: 6:30AM to 9:30AM
2:30-6:00PM

Kinder 11:30-6:00PM

In-service Hours: 6:30AM to 6:00PM

Polson School

491 Munroe Ave.

Phone: 204-479-0505

Regular Hours: 7:00AM to 9:30AM
2:30-6:00PM

In-service Hours: 7:00 to 6:00PM

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ORGANIZATIONAL STRUCTURE

- Board of Directors
- Director
- Assistant Director

Vision

To work together towards quality Child Care.

Mission Statement

The Mission of Munroe ECEC School Age Program is to provide a safe and developmentally appropriate environment for school age children. We will enrich the care children receive by meeting each child's individual need. We will also encourage the children to develop a positive home, child care, school and community relationship.

Philosophy

Munroe Early Childhood Education Centre Inc. (School Age), believe that children have the right and the need to develop physically, emotionally, intellectually and socially in a warm and nurturing environment to help them become self-reliant, happy individuals with a strong and positive self-image.

We give each child the freedom to grow to his or her fullest individual potential and encourage children to express their feelings, ideas and imagination freely.

We recognize how important it is for children to have a positive self-concept and to help foster the development of positive attitudes, having respect for others, regardless of economics, cultural or ethnic backgrounds.

Confidentiality

**Information concerning your family is kept by us in the strictest confidence.*

We do not release any information in your child's file, unless we have your written consent. Furthermore, we respect your privacy and therefore do not allow the children to be photographed by persons outside the Centre without prior permission. We do not allow casual visitors to assess or test the children. If such a case presents itself, notices are sent out to the families and specific permission is required.

Throughout the year, it is possible that students such as Red River College, etc. are placed in the Centre, as part of their practicum and are under the strict supervision of our staff. These students may be required to record observations of a child, as part of their course. Such observations are used only by their supervisors as a toll of their assessment of the students. Where this is the case, prior consent is not requested. Your child's anonymity is guaranteed.

Professional Code of Ethics

**As endorsed by the Canadian Child Care Federation*

The code of professional ethics shall apply to all trained Early Childhood Educators employed in child care centres whether their position is that of Educator, Supervisor or Director, in the Province of Manitoba.

Child Abuse Protocol

The law requires that any suspicion of child abuse or neglect has to be reported to Winnipeg Child and Family Services.

Child Care Educators

Locations are staffed with Early Childhood Educators (ECE's) with post-secondary education in Early Childhood Education, as well as Child Care Assistants and support staff. All staff are trained in First Aid/CPR and have been screened by the Winnipeg Police Service and Child Abuse Registry. Employees are never left alone with children until a clearance check is received.

Profession development is encouraged, and staff frequently attend workshops and conferences to upgrade and keep current in the Early Childhood Education field.

Occasionally staff will rotate between sites in order to help balance the needs of the children and meet licensing requirements. Where possible, staff will maintain a consistent schedule to allow for a more comfortable arrival and departure for each child.

The Centre also encourages the assistance of volunteers and provides a source of work experience for students from Red River College; these persons are vital components of our program. This has proven to be a beneficial experience for the children, the students and the volunteers. In the interest of providing a safe environment for children, students and staff, a regular staff will attend the room during the time a student is present.

Behaviour Management

A positive approach to behavior management (discipline) is a key component of our policy. This approach begins with dedicated Early Childhood Educators who are genuine and sincere about their commitment to children and quality care. A positive approach requires ECEs to use guidance techniques that promote children's interests and cooperation in the classroom through sound management of space, equipment and materials, as well as through the children themselves. Behavior can be an indicator of how a child is feeling about him/herself. At Munroe ECEC we always reassure the child that we care about him/her; it is the behavior, rather than the child that we disapprove of.

Staff are not allowed to permit, practice or inflict any form of physical, verbal or emotional abuse, or to deny physical necessities for any child in their care. Staff members will encourage children to problem solve on their own and will assist the children by providing alternatives to aggressive or negative behavior. We will guide the children to be responsible for their own actions; to help children grow in their respect for the rights and feelings of themselves and others.

In order for the Centre and family to operate in harmony, if a child goes home complaining about any disciplining action, please follow this procedure:

- Realize that your child's reporting is emotionally biased (his side of the story) and usually without all the information, so please give the Centre the benefit of the doubt.

- Please, do contact the staff involved for all the facts
- Realize that we do have reasons for all the rules and that they are enforced without favor.
- Please support the administration, as a united front with consistent application the Centre rules can provide your child with a much-needed sense of security.

If a child harms themselves, other children, staff, or property, they may be asked to leave the program immediately.

Staff are not allowed to physically restrain children, if a situation occurs where this is necessary, the parents will be asked to pick up the child. If the behavior is extreme, the child may be asked to leave the program immediately.

If a 1-3-day suspension is given, childcare fees will still need to be paid. Failure to do so will result in care termination.

The degree of the behavior problem will be assessed and determined with input of the Board of Directors.

SUSPENSION POLICY We recognize the varying developmental capabilities of children and understand that it is normal for children to display inappropriate behavior at times for a variety of reasons. The development capabilities of each child will always be considered when determining both expectations for appropriate behavior and consequences for inappropriate behavior, this being said any action, either physical or verbal by a child or an adult, that threatens the safety and well-being of another child or staff at Munroe ECEC, will be dealt with in the following manner:

If behavior is severe and there are injuries to children, staff, or property child may be expelled from the program immediately.

For all other occurrences:

1. A written explanation will be issued to the parent and a discussion will take place in order to establish a co-operative plan of action between the family and the daycare. This will also involve the school and any other persons involved with the child.

2. A second such incident may, at the discretion of the Unit Leader in consultation with the Executive Director, result in a suspension from care for a designated period of time. These suspension days are still to be paid. If they are unpaid then termination of care will occur at this point.

3. A third such incident may, at the discretion of the Unit Leader in consultation with Executive Director, and Board of Directors will result in a permanent suspension from care at Munroe Early Childhood Education Centre Inc.

. The Board of Directors would be involved in all decisions.

PLEASE NOTE: Depending on the circumstances and nature of the incident, the Unit Leader in consultation with the Executive director maintains the right to suspend care immediately, without written notice. At such a time the parent would be contacted and expected to pick their child up as soon as possible. When a child is suspended from school, care will not be available at Munroe Early childhood Education Centre during regular school hours. Regardless of outcome Parents will still be responsible for payment of fees to the Centre.

Guardianship

For the safety of the child, the Director requires a copy of any legal forms pertaining to legal guardianship. Without such a form, either parent would have access to pick up. The Centre follows The Manitoba Early Learning and Child Care Program protocol Understanding Custody Arrangements and court orders issued by the Criminal or

Family Law Courts. Please discuss these issues with the Director. All phone numbers and contacts **must** be kept up to date. It is important we can reach you in an emergency!

To Attend:

- Children must be four(Kindergarten)to 12 years of age and over (children can attend until the day of their thirteenth birthday).
- Children must be attending a school we service from grades one through six(Grade Five at the Polson Program as that school ends schooling at Grade 5).
- Families must supply medical numbers, personal identification numbers and complete the enrolment forms **in full**.
- Full time before and after school spots, will be considered before half time spots.
- Children who move into half time spots may be asked to leave depending on enrolment numbers.

Priority for attending will be given to:

- Siblings of children that already attend the Munroe ECEC Pre-school Centre.
- Children who have previously attended the Centre (**providing fees were paid in a timely manner**).
- Children who are already enrolled in the school, where the Munroe ECEC is located.

The Annual General Meeting (AGM) is held yearly...the date and time will be announced. Parents must make every effort to attend the AGM. Letters will be sent out and posted one month prior to the AGM.

Regular Board meetings are held every third Wednesday at 5:45pm, at Kent Road School. Parents are welcome to attend.

With the addition of our Kindergarten Programs effective September 2020

These policies will be an addition to our Regular Parent Policy that Parents will need to agree to.

Kindergarten

George V and Kent Road School:

The program will run from

7:00 AM to 9:00 AM Monday to Friday.

11:30 AM to 6:00 PM Monday to Friday

Cost for care daily will be 10.00 per day. If subsidized will be adjusted to family contribution.

Polson everyday Before and After Care requires special age exemption permission to attend done in advance.

Kindercare space does not guarantee a school age spot. Priority will be given to siblings of children already in any of the Munroe ECEC programs already in the Before and After Program. Any remaining spaces in the Before and After Program will be filled according to the date and time of Kindercare registration. Kinders who do not successfully secure a space in the Before and After Program will be placed back on the waiting list according to the date originally put on the waiting list.

Child to Staff Ratios

We always maintain the government regulations for staff and child ratio: One adult to fifteen children ages 6-12. In cases of Kindergarten children attending the Ratios will be adjusted accordingly.(Usually 1-10 children)

In-service Days

Fees for before and after school care will still apply on In-service days, as the facility is still open. It is the parent's responsibility to inform the Centre staff of any upcoming in-services.

Paid Closure Days

We close and observe the following statutory holidays these days are billed at the \$20.80 rate:

- Louis Riel Day
- Good Friday
- *Easter Monday*This day is always taken (in lieu)the first day of Mid Term Break.*
- Victoria Day
- Canada Day
- August Civic Holiday
- Truth and Reconciliation Day
- Labour Day,
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- New Year's Day

If the days fall on a weekend, we will close the days that the School Divisions close.

***At times we may close an alternate day in lieu, but advance notice will be given.**

On Christmas Eve and New Year's Eve the Centre closes at 12:00PM. If these holidays fall on the weekend, we close on the Friday before the weekend at 12:00PM, as well.

The Centre closes the first Monday of Mid Term Break, in lieu of Easter Monday, regardless of where it falls on the calendar. Parents are responsible to pay for care on these days. All days that are not school days, are considered In-service-days. The unsubsidized rate for an in-service day is \$20.80 per day school age. This includes Christmas break, spring break and summer.

Twice yearly the centre will close for staff Professional Development Days advance notice will be given

Fees must be paid regardless of if children are in attendance or not.

Fees and Attendance Policy

There is a \$50.00 non refundable registration fee. If you leave the program the fee will have to be paid again if you wish to re register. This is a non-refundable administration fee.

Summer there is a \$30 family fee to cover sun screen and shirt and

some costs associated with summer activities.

Fees may also be collected to cover the cost of various field trips. Fundraisers and sometimes Grants help cover these fees, but not always. Care will be provided at the Centre if families cannot afford the fee for the trip.

All fees must be paid on the due date provided on the invoices. Unpaid debts will be collected via Small Claims Court or by a Collection Agency. All unpaid debts will include the cost of debt collection. Bad debt information may be shared with other programs. Families who have bad payment experience with Preschool will not be accepted until the debts are paid in full. If you have bad debt experience, all fees will be on a pre paid only acceptance basis. Care will be suspended on the fee due date if not paid with or without notice.

- 1 session (attending either before or after school) is \$6.15 per day. (not usually provided)
- 2 sessions (attending both before and after school) is \$8.60 per day.
- Full in-service day is \$20.80 per day.
- Kindergarten program 10.00 Per Day

Children attending for more than 10 hours a day will be subject to an extra fee as follows:

- Subsidized child- additional charge of \$3.60
- Non Subsidized child- additional charge of \$5.80

Parents can make childcare fee payments by email money transfers only. To set up a direct deposit online, parents can call their bank and ask to set it up the direct deposit and use The word "Daycare" as the password.

The Manitoba Early Learning and Child Care Program review all fees periodically. We are committed to provide a quality program; therefore we charge the unsubsidized portion per day that is permitted by the Manitoba Early Learning and Child Care Program.

Fees are due at the beginning of the billing period whether or not you have received your invoice. Parents are required to pay by the due date indicated on the billing. When the billing states that Sunday is the due date, payment is due the Friday before the Sunday. If any unforeseen circumstance arises, please notify the Director immediately and permission may or may not be granted to be late with fees. **When fees become past due childcare will be suspended immediately and until the fees are paid in full. No exceptions! Failure to pay your fees on time, or being consistently late, can result in losing the childcare space.**

On approved basis only we may accept cheques as payment. There is a \$20.00 charge for NSF cheques. If a NSF cheque is received, the Director may deem that all future payments be made by certified cheque, cash or money order **only**. The NSF \$20.00 charge must be paid in cash.

Receipts will be issued for income tax purposes at the end of the year. There may be a charge for this service. All fee receipts are available at the child's Centre approximately a week after payment is made. The receipts are kept at the Centre and parents can ask staff for them at their leisure.

Joint Payment Policy

All accounts which involve more than one fee payer /or a parent who pays a percentage of fees are subject to joint liability. If one party does not pay their portion the other party will be informed. This will affect care for both parties. If the collection goes to court, both parties will be named.

Late Fee Policy

A late fee will be charged, if parents fail to pick up a child by 6:00PM (according to the Centre clock). Late fees will be assessed at the rate of \$10.00 *per child* every 15 minutes or portion thereof. If your child is not picked up by 6:00PM and we have not heard from a parent, we will contact your emergency numbers. If we are unable to contact you or anyone from your emergency number list by 6:30PM, we will contact Child and Family Services to pick up your child. Late fees are to be paid in cash, to the staff. If we do not have working phone numbers, care will be suspended until a working number is provided.

Continuous lateness will be dealt with in the following manner:

- The parent will receive a reminder letter of the policy;
- The parent will receive a reminder letter of the policy and a statement that this is the final notice;

The issue will be presented to the Board of Director to conclude.

Emergency Closures

Munroe ECEC will make every effort to remain open and operating as per our schedule. However, there may be emergency situations where this is not possible. Conditions that warrant closure include a blizzard, neighborhood perils, natural disasters or a health crisis/epidemic such as an influenza pandemic, etc. Furthermore, because our programs are located within schools, we must follow the schools procedure for conditions that warrant closure.

If the Centre is forced to close due to an emergency, families will be expected to pay for those day(s). We will broadcast via radio CJOB/CKY (#680am) or at www.cjob.com to announce our closure. We will also send out a mass email/text to families.

In the event of a health crisis/epidemic we will follow all instructions issued by the Regional Health Authority.

Each Centre has a Safety Charter Manual located in a binder, by the sign in sheets. It outlines all measures we will take in the event of emergencies. Parents are welcome to read the manual, but it cannot be removed from the Centre at any time. Parents are required to participate in any drills (if there is one in progress), related to evacuation procedures.

Subsidy

Parents, who are unable to meet the full cost of care, may apply for financial assistance through the Manitoba Early Learning Child Care Program. Applications are available at each site and may be accessed through the Internet at: www.gov.mb.ca/childcare and follow the links to subsidy application.

Subsidy applications must be submitted to The Manitoba Early Learning Child Care Program **before children are enrolled**. It is imperative that The Manitoba Early Learning Child Care Program is informed immediately of any changes (i.e. employment, family, looking for work). You must also inform them of any salary, marital status, address or employer changes, etc.

The Manitoba Early learning Child Care Program determines the subsidized amount according to a sliding fee schedule. Please contact the subsidy clerk identified on your decision form, if you have any questions regarding your subsidy.

Please read your subsidy approval from The Manitoba Early Learning Child Care Program for the total allowable absence days that you are entitled to (usually 3 days/billing period for full-time care). You will be responsible to pay for the **full cost** of care, for any days absent over the allotted amount. If your child is ill, we recommend that you request a doctor's note for the Centre to keep on file, in the event that you exceed you're allotted absent days. This may entitle you to additional absent days.

It is solely the responsibility of the family to notify the Centre and The Manitoba Early Learning Child Care Program (if applicable) of any changes in address, phone numbers (cell/home/work), emergency contacts, as well as changes to the family situation.

Failure to comply with The Manitoba Early Learning Child Care Program requests could result in suspension of subsidy, leaving the parent responsible for all fees. It is the parent's responsibility to complete all necessary documents and meet all government requests and deadlines to benefit from subsidy.

If subsidy has lapsed, Parents will pay full charges as of expiry date. For this reason its imperative to always re apply on time.

Hold and Secure and Fire Drills Evacuation Procedure

To assure the children in our care are familiar with our fire/lock down/emergency evacuation procedures, drills are conducted monthly including the summer months. Procedures are outlined in our Safety Charter.

In the event of an evacuation, parents will be notified via email or text that we are at our Place of Safety. Staff will inform parents where they can find the evacuation location.

Arrival and Departure Policy

Families are required ensure children are signed in to the center into the Centre and out of the Centre. **Parents must accompany their child into the Centre's main room ensure the child is signed in and out.** This is to assure the child arrives safely and also for the staff to see the child has arrived. When picking up the child, parents are required to come into the Centre to pick up the child ensure the child is signed out..

Children become the responsibility of the Centre, only after they are signed in. Children cease to be the responsibility of the Centre, once they leave for school or go home and/or are signed out.

Following is a clear description of how and when staff will become responsible for school age children who arrive at the Centre without adult supervision.

This includes the routine for children who come to daycare either from school or from home. The Centre will only be responsible for school age children after they have arrived in a supervised area of the Centre.

- For school aged children who have not been to school that day and are arriving on their own (i.e. AM arrivals and arrivals from Munroe Jr High)), the Centre will assume responsibility for the children ONLY after they have entered their Room) and announced their arrival to a staff member.
- For school aged children who have been at school and are after school, the Centre will assume responsibility for the child(ren) ONLY after they have entered the day care room and have been signed in by staff.
- The centre no longer assumes responsibility for your school aged child once they leave the centre to go to school.
- For school aged children leaving for school, we will not assume responsibility for the child(ren) once they exit the building.
- If your school aged child does not arrive during the designated time (while school patrols are on duty), then we will:
 - Contact the school to see if they know the whereabouts of your child
 - If this is unsuccessful and the information from the other school aged children does not result in tracking down your child, we will call to inform the parent.
 - If staffing allows, we will continue to search for your child.
 - NOTE: We do not assume responsibility for your child at this point!
 - NOTE: We have frequently spent 30 – 45 minutes looking for children who have been picked up early from school with no notification to Munroe Early Childhood Education Centre. If you are changing your pattern of drop off & pick up in any significant way, you must inform the Centre.
 - NOTE: We need to have reliable phone number/s where we can reach the parent especially around after school time I (3:45 pm – 4:30 pm)
- * Extra-Curricular Activities We require parents' written permission to allow your child/ren to attend supervised activities (choir, intramurals, patrol etc.). We cannot release children out of our care unless this is completed, and a staff has confirmed these activities with the school.

Unable to Pick Up a Child

If parents are unable to pick the child up, the Centre must be informed in advance. Please provide a clear physical description of the person being sent, along with their name and address. For the safety of the child, the staff will request this person provide photo ID. The law requires that we can only release a child to persons twelve (12) years and older

Absence from Daycare

If a child is going to be absent from the Centre for any reason, parents are required to phone and inform the Centre, as well as informing the school. You may also message on the Fastoche app This includes full day absences and if the child is going to be picked up during and after school. If the child is absent when the attendance is taken, Munroe ECEC staff will check the school office, classrooms, gym and school property. If the child is still not found, parents will be notified and/or persons off the emergency contact list. If Munroe is unable to contact anyone and the child is still missing, the police and Child and Family Services will be contacted.

Child Vacation Days

In order for the Centre to operate as a financially viable program, we are unable to offer unpaid vacation time. Please be sure to inform the Director, if your child is going on a holiday. All

holiday days must be paid in full, in order to keep your child care space. Summer care must also be paid in order to maintain your space. If you remove children at any time, two weeks' notice must be given. To re-enroll a registration fees must be paid again.

Expulsion from School

If a child is expelled from school, the Centre will not accept them, as we are not open between the hours of 9:00AM to 3:30PM.

Children Leaving the Centre without Permission Policy

Supervision of Children Who Leave Without Permission If your school aged child becomes upset and leaves their supervised group, the Centre will remain responsible for providing the best supervision that is possible under the circumstances. If we are unable to locate your child or convince your child to return to the group, we will call the parent and expect them to come and take responsibility for their child's care and safety. Staff cannot leave to follow the child if it is unsafe for the rest of the group. Police will be called when children leave the property, and parent/guardian called. NOTE: The Centre is unable to provide care (on an ongoing basis) to children who will not stay with their supervised group. Immediate notice may be given if this occurs. At times children leave the school to visit with friends upon dismissal from school. This is considered as leaving the group. Please ensure children understand that leaving the center is not an acceptable option

Privacy and Sharing Information Policy

The Privacy Policies are posted on the parent board at each program. The policies are available to parents at all times and we follow these policies closely.

Sharing Information- an example would be to authorize Munroe to release information or records regarding a child to the child's school.

Separate permission will be signed when other professionals need to be involved. I also understand that if I leave bad debts, the Centre may share the information with other programs.

Photos and Video policy

Photos/videos may be taken of the children for the Centre use only, photos will be posted and videos shown within the Centre only; they will not be shared outside the Centre. We will not allow media, etc. to photograph or interview any children in our care without prior permission.

WITHDRAWAL POLICY

Two weeks written notice of withdrawal is required. Parents must submit in writing, a letter stating the last day of the child's attendance. In the event two weeks' notice is not provided, parents will be responsible for paying for the un-used days, to fulfill the two-week policy requirements. Parents, who leave without notice or without payment of fees, will not be accepted back into the programs. If children are taken out for extended periods a \$50.00 registration fee will apply each time, they re register. Spaces are not saved for children, they return to wait list if removed. Re entry into the program will depend on payment History and space availability.

Request for Affidavits

The Board does not wish to be seen, as taking a position in domestic disputes between parents and because evidence is generally available by subpoena, it is the general

position and policy of the Centre not to furnish affidavits to parents in domestic disputes. When any employee is asked to furnish an affidavit related to matters arising out of their job duties, then the request is to be communicated to the Director. Staff will be required to attend Court or Court Proceedings, only if subpoenaed (unless the subpoena is rendered void before the appearance).

The policy of not voluntarily furnishing affidavits may be relaxed at the discretion of the Director. The Director's decision is to be final. The Board will hear submissions from parents or "appeals" of the Director's decision. Letters regarding fees will be provided one time only and will be based on factual fee amounts paid.

Appeal Procedures

In order for the Centre to operate effectively, it is anticipated that any concerns will be addressed in a timely and positive manner. Should any attempt to resolve a concern with a specific staff member about a specific problem be ineffective, or if a parent does not wish to speak directly with the staff member in question, it is expected that the following procedure will be followed:

- Parents will be encouraged to consult with the Director in person, writing or email as preferred by the parent;
- Should the issue fail to be resolved to the parent's satisfaction, it is recommended that the parent write a letter addressed to the Chairperson of the Board. Should the issue fail to be resolved to the parent's satisfaction (which would indicate parent dissatisfaction with service and/or lack of confidence In-service) and with permission from the Board of Directors, a family may be asked to remove their child from the Centre, as a measure to maintain Family-Child-Centre-Staff confidence;

An appeal of any of the above policies can be made in writing within seven days of a policy being enforced. This appeal is to be directed to the Chairperson of the Board of Directors. The Board will review the appeal and the Board will make a decision within seven days of receiving the appeal letter.

This manual is provided for all families to acquaint themselves with the Centre and its operating policies. You are required to sign the attached Child Information Sheets and Permission Forms.

CODE OF CONDUCT POLICY

At Munroe ECEC, we strive to provide a safe and caring learning environment for children, staff and families. We believe in equality and respect diversity.

As adults, we are our children's greatest role models. For this reason it is important that we set appropriate examples for all children, to help encourage a desirable behavior.

Munroe ECEC is committed to helping children develop to their fullest potential; every individual who enters our premises is required to treat all individuals in a positive and respectful manner. We strive to work in partnership with our families. Any comments and/or concerns that you may have are welcomed and we will make every effort to address any issue. If there is a situation that you wish to discuss in length, please make an appointment with the Director or Assistant Director. So we can ensure, we have the time to properly discuss your concerns without disruption.

Any parents who have complaints should make them discreetly and away from all the children. Loud voices and inappropriate language will not be tolerated. If families are unhappy with the programs, the onus is on them to find more appropriate placement for their children.

All individuals who attend Munroe ECEC locations or areas we occupy (ie. playgrounds, field trips) are expected to behave in a respectful manner and comply with this code of conduct. No exceptions!

Guiding Principles for Appropriate Behavior

Be Respectful

We are respectful of other people and ourselves. 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 others and ourselves from getting hurt.

Be Co-operative

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 behavior at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behavior and consequences of inappropriate behavior.

APPROPRIATE AND INAPPROPRIATE USE OF TECHNOLOGY POLICY

Children, staff and all others using our Center's computer and electronic devices must:

- Respect and protect the privacy of others;
- Respect and protect the integrity of all electronic resources;
- Respect and protect the intellectual property (the ideas, creations and copyrights) of others;
- Communicate in a respectful manner;
- Report threatening or inappropriate material;
- Assure that all correspondence contains a disclaimer;
- Assure that e-mails are appropriate in manner and content;
- Make every effort to assure that e-mails are directed to the appropriate customer.

Inappropriate use includes intentionally accessing, transmitting, copying or creating material that:

- Violates the confidentiality of children, parents, staff or Centre;
- Violates the Centre's Code of Conduct (such as messages that are pornographic, threatening, rude, discriminatory or meant to harass);
- Is illegal (such as obscenity, stolen materials or illegal copies of copyrighted works);
- Using the technological resources for personal use without the Centre's permission.

Supervision and Monitoring

Authorized employees of the Centre have the right to monitor and examine the use of information technology resources and disclose any data found. They may use this information in disciplinary actions and release it to the police, if it is criminal in nature.

Children and Staff Use of Cell Phones and Other Personal Electronic Devices

Staff and children do not use personal cell phones and or other personal electronic devices at the Centre. Centre phone numbers are all posted, so parents can contact children through the Centre.

Photographs or videos of children (with permission of the Centre and parents) will only be taken with the Centre's camera or video camera; the data is downloaded onto the Centre's computer and deleted from the device. It will not be shared electronically.

Social Networking

This applies to parents, children and staff of the Centre. Information about children, parents, staff and the Centre (including photos or videos) is not to be posted on any personal web space, social networking web sites (for example blogs, My Space, Facebook, twitter, etc.)

Public networking or file sharing sites (like Photobucket, Flickr, YouTube, etc.) or any other type of Internet website. Staff do not accept children as "friends" or "buddies" when using social networking sites.

All children, parents, staff and others involved in our Centre must use e-mail, electronic devices and the Internet according to our policies. This protects people's privacy and the confidentiality of information. The use of any recording devices will not be allowed, unless written permission

has been given. If you have a grievance with the Centre, please follow the appropriate procedure in regard to complaints. Individuals who take personal grievances to Social Networking be reminded that defamation is usually a civil **suit** made by one person against another to recover damages for libel or slander. Defamatory libel can also be a criminal offence.

Behaviors and Threat Assessment

We at Munroe ECEC believe that: all children and all staff have the right to be respected, the right to be safe and the right to feel secure.

A threat is an expression of intent to harm or act out violently towards someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gestures and may be direct, indirect, conditional or veiled. **All** threats will be taken seriously and evaluated.

Threats will be treated the same, regardless of if it is presented by a child or an adult.

A raised voice and or yelling at staff or children will be deemed a threatening behavior.

The following behaviors by children, staff, parents and others involved in our centre are unacceptable:

- All forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive;
- Harassment, including behavior that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome;
- All forms of abuse (sexual, physical or psychological) including verbally, in writing or otherwise;
- Discrimination against any person or group because of their race, color, 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. A raised voice and/or yelling at others will be deemed as a threatening behavior;
- If a problem arises with a child other than your own, this matter will need to be taken to a staff member and not the child. If an incident involves another Parent, the situation must be brought to the attention of the Director.

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 behavior;
- Setting up the environment and materials to encourage appropriate behavior and reduce potential for inappropriate behavior;
- Planning a program based on children's interests and developmental needs;
- Establishing consistent yet flexible schedules and routines that help children gain trust, security and self-control.

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

- Developing positive relationships, including making time to talk and listen;
- Establishing clear, consistent, simple limits, rules, policies and procedures;

- Stating limits in a positive way and periodically reminding people;
- Providing explanations for limits;
- Working together to solve problems;
- Modeling and encouraging appropriate behavior.

Consequences for Inappropriate Behavior

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

- Reminding people of expectations and limits;
- Using a respectful approach to explain why a behavior is inappropriate and what behavior is expected;
- Talking only about the behavior, not labeling the person;
- Responding sympathetically and acknowledging feelings;
- Establishing natural, reasonable, logical consequences.

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

- Having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behavior in the future;
- Using behavioral analysis to learn what may be contributing to a child's inappropriate behavior and how to help reduce or eliminate the behavior;
- 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 behavior continues.

Accessing outside resources for help, such as:

- A behavior specialist or other professionals to help staff understand and reduce a child's inappropriate behavior;
- Child and family services to access parenting supports;
- Mediation services to resolve conflicts between adults;
- The Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint, if the behavior involves discrimination or harassment,
- The police to assist with threatening behavior.

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

- Suspending or dismissing a staff member;
- Suspending or withdrawing childcare services because of a child's or family member's inappropriate behavior;
- In the case of a visitor not allowing the person to return to the Centre;
- Contacting the police and/or Child and Family Services (CFS), if the behavior is illegal such as abuse, assault or threatening another person.

In the event that a **child** makes a serious threat to another child, staff, or parent, the following steps will be taken, after reasonable assessment and pending severity.

For the first occurrence, **any** of the following **will** occur:

- Parents will be contacted to pick their child up immediately;
- A verbal warning will be given from the Director;
- Police may be contacted and a report made;
- The incident will be documented and kept on file;
- The child may be suspended immediately until further notice or the child may be withdrawn from the Centre (with or without two weeks' notice);

For the second occurrence:

- The child will be withdrawn from the Centre.

In the event that a parent, guardian, or any persons picking up or dropping off a child threatens a staff, another parent, or another child, the following steps will be taken:

For the first occurrence, **any** of the following **will** occur:

- Police may be called and a report made;
- A verbal warning will be given by the Director;
- The incident will be documented and kept on file;
- That person will lose your right to pick up and or drop off the child, an alternate person needs to be designated;
- The child may be withdrawn from the Centre (with or without two weeks' notice);

For the second occurrence:

- The child will be withdrawn from the Centre.

Supervision Policy

Children may be supervised in one of two ways: directly or indirectly.

Direct supervision refers to being able to see and/or hear your child. Children are always directly supervised while outside.

Indirect supervision refers to when the staff may not be able to see or hear your child directly but are still monitoring your child's safety. Staff will take into account the age, developmental level and individual needs of each child as they determine the level of supervision required for each situation.

As each child grows and develops, they need opportunities to practice independence and build self-confidence. Indirect supervision encourages these skills. Due to the physical location of the Centre within the school and the developmental ages of the children, ages of the children, indirect supervision occurs on a daily basis. The following safety measures are in place to make sure that the child returns to the directly supervised area within a reasonable amount of time.

Washrooms

At Munroe School Age (Polson Site) all children are escorted directly to the washroom and staff will wait in the hallway, outside the washroom doors. At all the Munroe School Age sites, children with additional support needs are escorted to the washrooms by the inclusion support worker or another staff.

At Munroe School Age (Kent Road and George V sites) children are escorted by staff whenever staff-child ratios and activities permit. When not being directly supervised, children must use the washroom closest to the room they are in, or to the playground entrance. All children are encouraged to go directly to the washroom and to return promptly. For Kindergarten age children Scheduling group washroom breaks at times, like: snack, lunch and before going outside. And having all children go with staff to washrooms. Kindergarten Children must be always escorted to washroom by staff.

Kindergarten children won't be sent from outside to use the washroom indirectly supervised

For Grade one to 6.

- Children must tell the staff when they need to use the washroom;
- Children write their name and the time they left on the wipe off board and remove their name and the time when they return;
- When in the playground, the staff are responsible to add and remove this information from the wipe off board that is taken outside. Staff also use two way radios to communicate with staff inside the building to help monitor safety;
- If children do not return to the directly supervised area within a reasonable amount of time (approximately 5 minutes), staff will go and check on them. Staff use two way radios to request assistance from staff in other areas when needed to maintain staff-child ratios;

Water Fountains

Water and cups are supplied in all rooms.

- Children use the water fountains or coolers in the hallway closest to the room they are in. Staff will monitor children from the doorway as long as ratios and activities permit. In some cases, staff may escort a group of children to the fountain.
- When it is not possible to visually monitor, staff ask children to write their name and the time they left on a wipe off board.
- If children do not return to the directly supervised area within a reasonable amount of time (approximately 1 minute), staff will go and check on them.

Special Quiet Time

Children who show responsibility are allowed to sit quietly in the hallway to read or play board games. Children are to sit within sight of the doorway, so staff can monitor their safety.

Moving Between Child Care Areas

Staff will monitor the children that move between the Centre classrooms by escorting the children, visually watching the children as they move down the hallway and by the two way radio. If children want to go to another area (including the playground) without the group, staff use two way radios to tell the staff in the other area to expect the child. If no children arrive within a couple minutes, the staff goes to check on them (or calls another staff to check).

Parent's sign permission forms to allow indirect supervision. The permission forms are kept in

the child's file.

Extra-Curricular Activities

The children are permitted to join in extra-curricular activities after school such as patrol duty, tutoring, sports, etc. Signed permission must be given to the Centre by parents or the child cannot leave the Centre to attend the activity. Failure to inform the Centre staff will result in the children being removed from that particular extra-curricular activity. It is the responsibility of the parent to inform Munroe staff of extra-curricular activities and to sign a permission form for the Centre.

School Breakfast Club

Children will not be able to leave the Daycare to attend School Breakfast Program. If the Parent wishes them to attend they must escort the children to the program.

Inclusion Policy

Munroe ECEC is committed to accepting all children into their program. All children have the right to be cared for in environments within their own community that can meet their needs and help them grow and develop to their fullest potential.

We offer an inclusive program that provides supports to children of varying strengths. When there is an indication from the parent or an outside agency, or when it is observed by our staff that the child may show concerns. With the parents' permission a team meeting will be arranged to ensure that the Centre is meeting the child's needs.

All children will be accepted into Munroe ECEC program under the same enrolment procedure.

Children who have Additional Support Needs; if they are at risk of not maximizing their potential due to emotional, familial, physical, behavioral, developmental, cognitive, communitive or emotional factors.

Support- In some cases, additional staff will be assigned to a room for extra support. The role of the additional staff is to become a part of a team with an enhanced teacher/child ratio so that staff may be free to support the needs of individual children. Support from staff will depend on the needs of each child. More support is given to children who are unable to care for their basic needs and require a high level of support in order to function in a group setting. Health and safety considerations may require that some children have staff that are quickly available to meet their needs. Other children may require intense involvement from a staff for a brief period of time while they adjust to the day care setting but then are able to have their needs met within the regular peer group experience. Still other children need less support; they need support to focus on skill development but can learn well in a larger group. The role of the additional staff is to become a part of a team with an enriched teacher/child ratio so that staff may be free to support the needs of individual children. One of the staff, (Unit leader or Teaching partner) will be asked to act as a resource and communication source between the parents, therapists, and the other staff ensuring that all supports are aware of the child's needs and goals. We support families through a collaborative team approach. We work together with parents and professionals, (Speech Language Pathologists, Physiotherapists, Occupational Therapists, Child Development Counselors, and Behavioral Specialists) to develop an individual plan to support the needs of each child. We support staff by giving opportunities for

professional development in current areas of child development research, theory and practice. The aim of our Centre is to value each child in our care for their unique qualities as well as for their special differences. The successful implementation of our inclusion policy depends on the availability of adequate financial and environmental supports from the Government of Manitoba. The Manitoba Early Learning Child Care Program demands we keep a yearly copy of the child's Individual Plan on file. Parents are responsible to be sure the Centre receives a copy.

Rooms can and will be arranged to accommodate any physical needs. Children are closely observed to assure all planned activities meet the needs of the children. Field trips and special outings will be planned so all children in the program will benefit. All children will be encouraged to interact together in order to build meaningful relationships and participation for all.

Munroe ECEC will review its Children with Additional Support Needs Policy and Procedure on a regular basis to ensure it is current with language and legislation. All new policies will be signed off by current Board Members.

The additional employee, the child's parents, professionals and other child care staff work as a team, to meet the needs of the child and establish goals. These goals are written in the child's Individual Plan (IP), evaluated and reviewed throughout the year. IP's are used to ensure that appropriate curriculum goals are developed and activities are used to achieve these goals. Childcare staff should be invited to the child's IP meeting at the school, or provided with a copy of the IP.

An Individual Plan:

- is made for each child with additional needs;
- builds on the child's strengths;
- is developed together with parents, specialists and staff;
- is monitored and reviewed regularly.

Drugs and Alcohol Policy

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

- The suspected person will be requested to call someone else to pick up the child;
- In the event the guardian refuses to comply, staff will notify the Winnipeg Police of that person's suspected condition and provide them with their name, address and a description of their car and license plate number;
- Staff will notify Child & Family Services of all of the above.

Accessibility Policy

Munroe ECE Centre is committed to comply with the Accessibility Standard for Customer Service under The Accessibility for Manitobans Act.

In establishing the following, Munroe ECE Centre has taken steps to identify existing barriers to try to remove these, or if the barrier could not be removed, to provide alternate ways to access the good or service, without any additional fees.

Our "customers" are the children we serve, as well as their caregivers and, during special events, their community supporters. Please ask to see the full policy available on file.

The Public Interest Disclosure

(Whistle Blower Protection Act)

The purpose of the Act is to facilitate disclosure and investigation of significant and serious wrongdoing in, or relating to, the public service and to protect persons who make disclosures from reprisal. The Act is intended to complement other protections already in place under existing statutes, policies and procedures.

The Public Interest Disclosure (Whistle Blower Protection) Act requires the chief executive of a government body to:

- Designate a senior official as a Designated Officer to receive and deal with disclosures by employees and officers;
- Establish procedures to manage disclosures;
- Ensure that information about the Act and procedures is widely communicated to employees;
- Prepare a report each year on any disclosures of wrongdoing that have been made to the government body.

Health and Safety

Unexpected illness is a great hardship for parents of children in Child Care. Plan ahead and have back-up care, in case of emergencies.

Public Health has furnished Child Care Centres with illness and contagious guidelines, which we are required to follow. A child will not be allowed to attend the Centre if she/he has a contagious illness or condition.

In the case of a Pandemic, then protocol that is appropriate will be followed. We have a separate Pandemic Plan that is in effect.

A child who is sick should not attend the Centre for the child's own comfort and for the protection of the other children. If a child becomes ill and is unable to participate in the program, (including outdoor activities) parents will be contacted to pick up the child immediately. If a child becomes ill during the day, parents will be advised and asked to make arrangements to pick up the child, as quickly, as possible. If parents cannot be reached, one of your emergency contacts will be notified. If parents and contacts cannot be reached, the child will be sent to school and the school will continue to notify the appropriate persons.

During Pandemic new rules will apply based on Manitoba Health Recommendations

A child is considered ill and may not be able to participate in our programs if he/she exhibits any of the following symptoms:

Nasal Discharge

Coughing

Fever

Headache

Vomiting

Diarrhea

Any undiagnosed sore or rash or

Severe upper respiratory infection

At the discretion of the Program supervisors, parents will be called to take their child home if any of the following occurs:

Vomiting or diarrhea occurs **twice** in a 2 hour period.

Abnormal temperature and exposure to communicable disease, or
Excessive listlessness, drowsiness, sleepiness, or lack of interest in surroundings.

Should the illness be of a communicable type, the child will be isolated as much, as possible and the parents will be contacted to pick up the child. Should a child contract a communicable disease such as measles, mumps, strep throat, scarlet fever or impetigo we follow the Public Health rules regarding isolation periods. A doctor's note may be required before the child will be readmitted to the Centre. All parents will be advised that their children have been exposed and of the symptoms to watch for.

In the case of head lice, the parent will be notified at pick up time . The child's hair must be shampooed using the appropriate nit shampoo and must have the majority of nits removed, before the child can return to the Centre. Staff will check the child's hair and determine if enough nits are removed, to allow the child to return to the Centre. Information will be also shared with the School .

Nutrition, Food and Beverages

Children need to supply their own snacks/lunches there will be scheduled times that children can sit and eat the snacks etc from home we have no way to cool or heat foods. Water is available at all times during the day and children are encouraged to help themselves. Please see individual sites for posted menus. *Please note that hot beverages are not allowed in the Centre and will be disposed of immediately.* During in-service and school holidays, the children are required to bring their own well-balanced lunches. Families can also send extra snacks for through out the day.

On In-service days, do not send food that needs to be heated, as we are unable to heat up lunches.

Administration of Medicine

Staff will only administer medicine that has been prescribed by a doctor for a child. A form must be completed with the name of the child, doctor's name, dosage, time of administration and the duration required. This must be dated and signed by the parent. **The medication must be in the original container** with the details clearly legible. It is recommended that you make a request of the pharmacist to package medicines in two labelled containers, so that one can be kept at home and one at the Centre.

We are not permitted to give over-the-counter or sample medications unless it is an unopened container and is accompanied by a doctor's note.

All medication will be kept out of the reach of children in a locked box or in the refrigerator as required. All medications must be handed directly to staff. Medication must never be left in a child's locker or backpack.

Your child must be on the medication for at least 24 hours before we will administer it at the Centre.

All parents must sign the release form for emergency care, to ensure the care and safety of the child is not compromised.

If medications are **not** provided to the Centre (i.e. medications child takes on regular

basis, Epi pen) then the parents will be called to pick up the child or to administer the medication.

Allergies

We are a “peanut aware” Centre, we do not serve snacks etc. On hot lunch fundraiser days we will be aware of all foods we serve.

If a child has a life-threatening allergy, the Centre will not provide any snacks/beverages/hot lunches for that child. Parents must send their own snacks/beverages from home, for the child. The child must also wear a fanny pack containing the EpiPen/rescue medications. Care may be declined if the child arrives without their Rescue medications.

The Centre is not responsible for allergic reactions that may occur while children are in our care. Where there are known allergies, the parent will be responsible to provide any medical devices (ie. Epi-pen)for your child in an emergency. Parents must also keep the Centre posted of any changes in conditions.

**Parents and families of children who have severe allergies must complete and return all Unified Referral and Intake System (URIS) applications.*

URIS funding is available for students who require one or more of the following complex medical procedures that must be performed by a registered nurse:

- ventilator care;
- tracheotomy care;
- suctioning (tracheal/pharyngeal);
- nasogastric tube care and/or feeding;
- complex administration (e.g., via infusion pump, nasogastric tube, injection other than Epi-pen or equivalent);
- central or peripheral venous line interventions;
- other clinical interventions;

**Children with Epi-pens and ventilators must wear a personal fanny pack containing the medication.*

Emergency Medical Treatment

Should a child require emergency care (defined as life threatening, unconscious, broken bones, allergic reaction) an ambulance would be called. The child will be accompanied to the hospital by a staff. The Director will notify the parent of the hospital that your child was taken to. The Centre will do everything possible to contact the parents to advise them in advance. In the event that we are unable to reach the parents, we will contact an emergency person on the child’s contact list. The City of Winnipeg will bill the parents directly, for ambulance service.

The Centre must have current medical numbers at all times. In all cases, staff will use best practices available to them. Parents will be required to sign the accident/incident report, and this will be reported to The Manitoba Early Learning and Child Care Program.

Transportation Policy

Munroe ECEC does not transport children to or from school. Munroe ECEC does however transport children in the summertime. Please refer to the following Field Trip Policy.

For Children who get bussed to other schools :

Unless children have a designated staff (IE Inclusion) we cannot ensure they will be placed on/off school busses to other programs. This will only be done as a courtesy if it can be arranged. For children who are arriving with a school bus, the Centre will assume responsibility for the children only after they have entered their Unit (room) and announced their arrival to a staff member.

Field Trip Policy

The Centre tries to expose children to experiences outside of the Centre, as frequently as we are able to afford. We do our best to choose those that cost little or nothing to families. If parents want their child to attend a field trip, parents will need to sign a permission slip. Failure to sign the permission slip will result in the child not attending the trip. Various methods of transportation for the fieldtrips are as follows: walking, public transit, chartered buses through King Transport, Tony's Transport or Vital Transport. If the child does not have proper footwear for a fieldtrip, the child may not be able to attend or participate, as it is safety issue. We also go on walking trips to areas around the Centre. These locations are posted on the Parent Board. Notice will be posted on the door when we are out of the Centre.

Sunscreen and Bug Repellant Policy

When insects are a problem, an insect repellant (purchased by Munroe ECEC) will be used on the children and the product name will be posted for parents. If a parent wants a particular product used on their child, they will be responsible to purchase a product of their liking. Munroe ECEC will not use bug repellent, unless the insects are particularly bad.

During the summer, outdoor play is limited during the hottest time of the day. We encourage parents to provide their child with suitable outdoor clothing that is cool but covers as much skin as possible. Children are encouraged to wear sunglasses. The availability of shade is considered when planning excursions and all other outdoor activities. Children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

Precautions to limit sun exposure are taken:

- With parent permission, staff apply sunscreen to children with a sun protection factor (SPF) of at least 30;
- Staff ensure children have access to drinking water before, during and after playing outdoors;
- Staff ensures children wear sun hats to protect them from UV rays;
- Staff follows Best Practices and Environment Canada's sun protection actions as outlined below.

UV Index Category Sun Protection Action

0 - 2 (Low) - Minimal protection needed, if outside for less than one hour. Wear sunglasses on bright days.

3 - 5 (Moderate) - Cover up, wear a hat, sunglasses and sunscreen if outside for 30 minutes or more.

6 - 7 (High) - Protection required. Reduce time in the sun between 11 a.m. and 4 p.m. and

seek shade, cover up, wear a hat, sunglasses and sunscreen.

8 - 10 (Very High) - Take full precautions (see "high" category) and avoid the sun between 11 a.m. and 4 p.m.

11+ (Extreme) - Stay indoors.

Clothing

The Centre will not accept responsibility for lost or stolen items.

Please ensure the child wears appropriate play clothing daily. When outfitting the child, keep in mind the changeable weather, the child's comfort and the activities that the child will be participating in throughout the day. **Spaghetti strap tee shirts are not allowed, please be sure that shoulder straps are two fingers wide. If your child wears a skirt or dress, shorts must be worn underneath.** Each child must have a complete change of clothing in their locker at all times, in case of accidents or spills. If a change of clothing is unavailable, the family may be called, as the Centre does not always have spare clothes. Children must have indoor shoes.

Outdoor Play

We play outside every day, weather permitting:

- Winter- if the temperature is -25°C or colder and the wind chill is 1600, it is considered too cold to go outside;
- Summer- Munroe ECEC goes outside when the UV rays are at a minimum, which is before 11:00_{AM} and after 4:00_{PM}.

Please provide appropriate seasonal clothing:

- Winter- ski pants, boots, scarf, hat, mitts, and warm coat;
- Fall/Spring- puddle pants, rain/fleece coat and rubber boots;
- Summer- sun safe clothing, bathing suit, tee shirt, towel and runners or sandals **with backs.**

Proper shoes are required (at all times) to assure your child's safety and to prevent tripping/falls. Munroe ECEC requires the following footwear:

- Spring/Summer/Fall– runners or flat bottomed non-elevated sandals/shoes with backs or back straps. We play outside daily and children will not be permitted to use the climbing structure unless they are wearing appropriate shoes. **Flip flops are not allowed at any time!**
- Winter-winter boots are best, as we go outside daily, weather permitting.

Personal Belongings

As a general rule, children are **not** permitted to bring personal belongings from home. Most toys are not designed to withstand the use of so many children and may be broken, or lost, causing hurt feelings. Cell phones, iPods, and portable DVD players are not allowed. *We are not responsible for toys or articles brought from home.*

Summertime

There is a \$ 30.00 Summer Fee (tax deductible) per family billed at the beginning of July, to help cover costs for summertime field trips and various activities. The fee also covers the cost of all sun lotion and insect repellents.

Additions to policy for Pandemic

We will follow all guidelines/ recommendations as set out by Manitoba Health. Illness questionnaires may be asked prior to entry of the programs. Admission to the programs is only open to those not currently exhibiting COVID 19 symptoms. Children need to stay home if not well. Fees will continue to be charged for all illness.

Staffing Policy

Munroe ECEC will follow all Pandemic Procedures set out by Manitoba Early Learning and Childcare and Public Health.

This policy has been developed in response to potential staff shortages in the field of Early Childhood Education as well as possible staff shortages due to pandemic Health Orders and Government Risk mitigation Policies.

No children or staff can attend the centre with any symptoms suggesting infection (with the flu, Covid19 /or any similar infections)

Munroe Early childhood Education Centre Inc. strives to provide the highest quality care for your children. This requires there is an adequate number of staff present to care for the children. Although the center proactively manages staffing and is dedicated to employing Early Childhood educators & Child Care Assistants as staff, there may be occasions where Munroe Early childhood Education Centre Inc. has insufficient staff to provide care for all the children in our program.

When there are insufficient numbers of staff to care for children , we will have to limit the number of children attending the center to maintain the legislated child to staff ratio . Munroe Early childhood Education Centre Inc. will use a rotating system that ensures no one family is repeatedly left without care.

In the event that the center is understaffed and must apply limits by reducing the number of childcare spots open in a day, Center staff will notify families as soon as possible to allow families to make other alternate childcare arrangements. Should staff be unable to do so ,Families will be notified upon arrival at the center. You will not be charged for days on which the center cannot provide child care due to a staffing shortage.