

CENTRE POLICIES MANUAL



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Building Communities Through Diversity and Inclusion

Bright Beginnings for Kids Inc. welcomes your family!



Bright Beginnings for Kids Inc, formerly known as St. Therese Childcare Centre, was established in 2007. We are a not-for-profit, charitable organization providing early learning and childcare services to our community and the surrounding areas. We are licensed for 64 children consisting of 4 infants and 60 preschool children.

At Bright Beginnings for Kids Inc, we are committed to the QUAD principals:

- Quality
- Universal Inclusion
- Accessibility and
- Development.

We believe that each child is unique, with rights for love, respect and high, quality care in a safe, nurturing and caring environment. Each child is encouraged to develop self-confidence and a positive self-image through various activities such as: free play, science, language, creative expression, music, reading and large and small muscle activities.

Our program believes in promoting and instilling diversity and inclusion amongst our employees and each child in our program. We strive to provide individual attention whenever possible and offer stimulating programming based on our curriculum that responds to each child's needs and interests. Our well trained, professional and caring Early Childhood Educators and Child Care Assistants maintain a stable routine with consistent behaviour management.

We are pleased that you have chosen our centre and encourage you to give us a call to inquire about space availability and join our waitlist. Our Centre is located in the Glenwood area of old St. Vital, on the cusp of St. Boniface.

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This centre policies manual is intended to provide you with basic information about Bright Beginnings for Kids Inc. It is available to parents/guardians of children enrolled in our Centres, as well as anyone interested in obtaining care.

VISION STATEMENT

Our vision is to provide affordable, accessible and flexible early learning and childcare services to families with children 12 months-5 years of age.

MISSION STATEMENT

Our mission is to provide inclusive, early learning and childcare services which promotes the development of the whole child, supports families and builds stronger communities.

OUR PHILOSOPHY

Our philosophy is based on the belief that children learn best through play, exploration, discovery, and experience.

We believe:

- That children are naturally curious, and they have the right to live fully in their childhood.
- Children are competent and they have a desire to learn, grow and make meaning of their world around them.
- Early childhood development sets the foundation for life-long learning, behaviour and health.
- We must provide a safe, happy, nurturing and stimulating environment where children are able to develop physically, emotionally, socially, and intellectually.
- All children should be treated with respect and given equal opportunities to learn, grow and develop regardless of gender, ability, ethnicity, and socio-economic background.
- The partnerships with families and communities strengthen the ability to provide children with optimal experiences in the centre, at home and in the community.
- As professionals, we value diversity and include children of all abilities into every aspect of our programming. Our program and the environment are easily adaptable to meet the needs of all children attending our program.
- As part of our commitment to children, our educators receive support to pursue professional development opportunities.

Bright Beginnings for Kids Inc. welcomes children and families of all ethnicities, backgrounds, beliefs, and abilities. We will continue to strive to be an inclusive childcare program, as we believe it will benefit all children, families, educators and the community.

OUR VALUES

Relationships

Building relationships with the children, families, educators, and within our community is the foundation of our program. We build our relationships with the children in our program each day by documenting their learning, enjoyment and experiences, and by fostering their developing skills to become caring and responsible citizens. We recognize that parents play the most important role in their child's life, and it is of upmost importance that we develop a trusting relationship with them so as we can mutually share information about their child's development. We believe in creating and maintaining partnerships within our community and we are committed to ensuring these relationships are respectful, nurturing, caring, and honest. We view our Educators as researchers as they listen, observe, and reflect on children's play.

Inclusion

We value the diversity of children, families, and early childhood educators into our program. We will collaborate with families to support the developmental needs of their children. Parental participation is valued. We continue to strive to be an inclusive childcare program, as we believe it will benefit all children, families, educators and the community. Approximately 10 % of our spaces are allocated to children with additional support needs.

Well-Being

There is joy and playfulness within our daily work. The children, families and educators' safety will always be our priority. We reflect on our processes and the overall environment in each of our rooms often to achieve a healthy, aesthetically and calming environment for all. We care about the whole, overall health of everyone affiliated within our program.

Professional Development

As part of our commitment to the field of early childhood education and care, our educators receive support to pursue professional development opportunities. We commit ourselves to our own professional and personal growth to better meet the needs of all children in our program.

Communication

We are committed to fostering effective communication which is cooperative and collaborative. How we communicate with one another is essential to our program and we will contrive to endeavor to provide great communication between our families, children, educators and other partnerships in which we associate.

INCLUSION POLICY

Bright Beginnings for Kids Inc. welcomes children with all abilities. We arrange our outdoor and indoor learning areas so that all children can move about freely and have accessibility to the various toys and materials. All children are represented in our program through various mediums such as posters, pictures, books, dolls and toys. Our facility is wheelchair accessible. Adjustments are made to routines and transitions to make learning experiences positive for all children.

Our Inclusion Facilitator oversees support programming for children with additional support needs. He/she attends Individual Program Plan meetings with the parents and other professionals (teachers, Speech and Language Pathologists, Behavioural Therapists, Child Development Counselors and other professionals) to discuss the individual needs of the child and to collaboratively determine developmentally appropriate goals. The goals for children with additional support needs are conducted during play experiences with peers. Opportunities are provided for children to play together so they develop relationships with others. We offer both sensory and developmentally specific toys to meet the needs of all children in the program.

Parents/guardians are expected to disclose any developmental concerns or special needs their child may have as well as any special requirements that are needed for their child to function outside of home, having this information in advance of the child's start date, will allow our Centre to arrange for necessary services and create a support system for your child so their experience at the Centre is a positive one.

Successful implementation of our Inclusion Policy is dependent upon the following factors but not limited to:

- Availability of adequate financial and environmental support from MELCC
- Availability of qualified inclusion staff
- Number of children with additional support needs currently enrolled in the program

Please note: Failure to disclose your child's additional support needs may result in suspension or expulsion from the centre until the above criteria is met for successful implementation of our Inclusion Program.

OUR CURRICULUM

Our curriculum considers some of the founding principles of three well practiced approaches to learning which are: Emergent Curriculum, Play-Based Curriculum and Reggio Emilia Approach.

Emergent Curriculum

The emergent curriculum is based on the premise that children are most successful at learning when curriculum experiences account for their interests, strengths, needs, and lived realities. Throughout the day, educators observe children then reflect upon what they saw children doing and their interests. They take note of their learning and document what they are experiencing. These documentations are then used as the basis for constructing curriculum content. Meaningful learning opportunities are then provided in support of key developmental skills relevant to a specific age group. When ongoing opportunities for practice lead to skill proficiency, educators respond by enriching the learning experience through the planning and implementation of increasingly difficult tasks. As children repeatedly confront and master these “achievable challenges,” they come to view themselves as competent learners. The emergent curriculum allows both adults and children have input and make decisions. Sometimes curriculum is also negotiated between what interest children and what adults know is necessary for children’s education and development.

Play-Based Curriculum

In a play-based program, children can choose activities based on their current interests. Learning activities such as creative arts, literacy, numeracy, social studies, science, etc. are presented to children through play. Educators encourage children to play, facilitating both social and emotional skills along the way. It often looks like children are “just playing,” but in fact, they are learning important intellectual, social, emotional, and life skills through the process of play.

Play enhances children’s physical, social/emotional, and creative growth and development. It is the primary means by which children explore their world and begin to make sense of the world around them. Without play, it is difficult for a child to understand how the world functions and how they can function in it. Through play, children actively post problems and explore possible solutions. They begin to develop a real understanding of how things function in the world around them.

Our educators provide flexible indoor and outdoor environments that supports play-based learning. This may include exploring nature, inviting special visitors and going out in the community. Children are encouraged to explore and learn through their own decision making and problem solving. Early Childhood Educators (ECE’s) and childcare assistants observe children while talking and interacting with them during play and activities. By being aware of the children’s interests and development, educators can incorporate these ideas into play areas, activities and routines.

Free play opportunities are provided throughout the day in a variety of learning centres such as Daily Living, Sensory, Blocks, Art, Music, Science/Math, Manipulative, and Library. Children can choose where they want to play. ECE’s and childcare assistants who remain in proximity, interact with the children, asking open-ended questions and assisting with interactions with their peers. Based on the children’s interests and cues, caregivers can extend the play by adding, changing and moving play materials from one area to another.

Reggio Emilia Approach

The Reggio Emilia Approach to teaching young children puts the natural development of children as well as the close relationships that they share with the environment at the centre of its philosophy. The foundation of the Reggio Emilia lies in its unique view of the child. In this approach there is the belief that children have the rights and should be given opportunities to develop their potential. *“Influence by this belief, the child is beheld as beautiful, powerful, competent, creative, curious and full of potential and ambitious desires. The child is also viewed as being an active constructor of knowledge”* (Wikipedia).

The “Third” Teacher

All three approaches have similar perspectives on the importance and organization of the physical environment and is often referred to as the “third teacher.”

- Rooms are filled with indoor plants and natural light.
- Beauty and harmony, cleanliness of the environment.
- Ample space for supplies, frequent rearrangement to draw attention to the aesthetic features.

- An arrangement that facilitates movement and activity.
- Classrooms are outfitted with child-size table and chairs arranged singly or in small clusters.
- Classroom materials are on child-height shelves throughout the room.
- Classroom materials usually include activities for engaging practical skills, materials for the development of the senses, math materials, language materials, music and art materials and more.
- Environments emphasize materials and activities scaled to child size and abilities, opportunities to develop movement and activities to develop independence.

Areas of Learning

We have incorporated some of the key concepts of the Reggio Emilia approach to learning where we see the environment as the third teacher. We try to set up the room that allows for “Invitations and or Provocations to Play.” We are very purposeful and intentional setting up the environment each day, allowing for a variety of play experiences. We believe that the way we arrange our play space is an important component in successful, interactive play amongst the children and between children and educators. ECE’s and educators regularly evaluate all areas of the play areas to ensure things such as furniture size and placement of equipment and materials is carefully planned to promote social interaction and allow staff optimal room awareness. Play materials are organized and displayed using pictures, baskets and other visual cues so children feel confident, learn sorting, matching, visual recognition and self-help skills. We believe that children need to feel successful as they learn.

We provide an environment that is rich in sensory exploration and full of natural textures and materials. The classroom materials are grouped in similar areas of learning: Art; Sensory; Language; Gross/Fine Motor; Block Play; Daily Living; Music; Science/Math and Library.

Daily Schedule

Our daily schedule ensures that educators extend and enhance learning through both planned and spontaneous activities, both one-on-one and in a group setting. Planned activities such as “circle time” offers the children activities based on their interests and development in a smaller group. These activities focus on encouraging children to develop and advance their physical, social, emotional and cognitive skills. Spontaneous activities take place as educators offer suggestions, additional play materials and ideas to children to extend and enhance ongoing activities and play.

Our daily schedule and routines are consistent, and children are given verbal cues before any routine or activity changes. This provides sufficient time to finish play and activities before moving on to the next activity. Regular routines such as hygiene, snack and meals times as well as preparation for outdoor time help promote and teach the children self-help skills, self-regulation as well as fine motor and language skills.

Mixed Age Group

Bright Beginnings for Kids Inc. offers care to children ages 1-6 (infants and preschoolers). It is our belief that rich exchanges take place when all children are given opportunities to play, socialize and interact with one another. Early in the morning between 7:00 -9:00 am and at the latter part of the day between 3:00-5:30 pm, opportunities are provided for mixed age group socialization. These opportunities will not only benefit the children, but it also benefits staggered staff scheduling at the beginning and end of the day.

Infants and toddlers are usually combined early in the morning, later in the day and occasionally at nap time when we may only have 1-2 infants and a reduced number of toddlers present. The children will follow a similar schedule, with differences allowed for varying needs such as naps, nutrition and attention span. To be respectful of the developmental needs of both infants and toddlers, and understanding that children develop at different rates, developmentally appropriate toys are provided in both rooms which are suitable for children 1-2 years of age. This is also beneficial when infants begin to transition into the toddler room days prior to their second birthday.

The centre has three other classrooms where children are grouped according to specific age groups taking into consideration their developmental needs. Early in the morning, later in the day and during nap time, children ages 2 ½-5 (preschoolers) are provided opportunities to socialize in larger mixed age groups. All children are encouraged to play interactively with direct supervision and support to show understanding, empathy and fairness.

We recognize that children are at different developmental levels, their needs and style of play are different. For example, younger children (1-2 years) engage in solitary play – engaging, exploring and discovering a toy independently; other children (2-3 years) are observed sitting next to one another participating in “parallel play”. At this stage, children are playing by themselves and not cooperating to achieve a common goal in play. As the children’s knowledge increases and changes, the type of play experience they seek changes as well. Children move from solitary and parallel play into associative play (early preschool years), and they begin to share materials and ideas and engage in interactions with one another in a loosely organized fashion. Around the age of 4-5 cooperative play emerges and involves play that includes assigning rules, roles and responsibilities to everyone to enable them to work together for a common goal.

As children develop and their play patterns change, they become more willing to share toys, to take turns and to verbally communicate their needs and wants. Staff recognize there is also a need to provide toys suitable for each developmental level. For example, infants require puzzles with larger knobs, 2-3 years-old may require puzzles that have knobs or smaller pegs; 4-5 years-old require puzzles with no knobs but varies in difficulty and number of pieces. This applies to the types of art supplies, blocks, books, table-top toys, dramatic play items, sensory play and outdoor equipment we offer for children of different developmental levels.

Fostering the friendships between each of our age groups has many benefits. We observe younger children wanting to play, socialize and interact with older children whether that’s by imitating behaviours, observing others at play, or older children helping younger children. If we believe in emergent curriculum – these children are showing us what they want. We just need to follow their lead. Combining groups for short periods during the day is beneficial and in the best interest of the all the children

Infant Group

Bright Beginnings for Kids Inc. offers care to a maximum of 4 infants and 60 preschoolers. The infants have a designated room that is suitable to their development needs. All materials, except for art supplies are fully accessible to the children. This inviting place allows infants to engage in solitary and parallel play. Materials are rotated on a weekly basis to keep children interested and engaged.

The infants follow a similar daily schedule to the rest of the children in the program. Upon arrival children are greeted by staff in the toddler room, where they start their day until approximately 8:30 a.m. (see mixed age groups). The toddler room has similar size furniture to the infant room, as well as accessible, age-appropriate toys for children 1-2 years of age.

After free play, the infants return to their room, wash their hands and have snack. At which time they could interact with one another as well as their ECE. After snack children are diapered and do art before getting dress for outdoor play, weather permitting. When children return from outdoors, they have free play, followed by a diaper change and circle time then lunch. Lunch is followed by nap time. Once all the children wake up, diapers are changed, and snack is provided. Weather permitting, they go outdoors for free play. If the weather is unsuitable for outdoor play, the have free play indoors. After 3:30, as children are being picked up and staff complete their shift, infants may combine with toddlers only when ratios and group size allows for it. This is just a guideline for infants, with differences allowed for varying needs such as naps, nutrition and attentional needs.

During morning and afternoon free play, in the toddler room, infants are free to explore the classroom. This is an opportunity for all children to engage with one another. To ensure the health and safety of infants through exploration within the classroom, staff monitor the infants closely. It is our belief that rich exchanges and learning opportunities take place between all children when they are provided opportunities to play, socialize and interact amongst each other.

EDUCATORS

Our staff are caring, professional individuals who are classified either as an Early Childhood Educator II or III or Child Care Assistant (CCA), by the Manitoba Early Learning and Child Care Program (MELCC).

All ECE IIIs have a post-secondary education in Early Childhood Education and Care plus specialization in one of the following: Advanced Leadership in Early Childhood Education; Infant Specialization; Aboriginal Studies; Special Needs.

All ECE IIs have a post-secondary education in Early Childhood Education and Care.

All CCA's are required to take a 40-hour course specific to child development within the first year of employment.

All educators must complete a Child Abuse Registry Check, a Police Records Check and a criminal disclosure form. A verification declaration is submitted to MELCC to confirm these documents have been received. Results from both the policies records check and child abuse check must be confirmed as no records exist before the educator is allowed to be alone with children.

All educators are required to be certified in Infant/Child and adult CPR and First Aid as well as complete a minimum of 24 hours of professional development each year. MACCPF provides staff with professional development opportunities, by way of workshops and conferences, throughout the year to ensure their knowledge remains current and up to date. We strive to offer the lowest child to staff ratios, ensuring your child's needs are being met.

PARENT/GUARDIAN INVOLVEMENT

We recognize that parents/guardians are the experts of their children, they know their child the best and we value the partnership we create with our families, including any information they have regarding their child's development. Parents are always welcomed in our program as a key part of the team helping to develop the minds and body of our children. Only with parent involvement can we expect a full connection between home and childcare.

We invite you to spend time with your child in our centre. The success of our program depends on the cooperation and support from parent's and guardians. All communication with our staff is expected to be done in a respectful manner. Behaviour that includes verbal abuse such as yelling, swearing, threatening, intimidation or touching is seen as disrespectful and will not be tolerated. When this occurs, childcare services will be terminated. All parents are required to sign our Code of Conduct at the time of registration.

Board of Directors

The Board is comprised of parents who have children that are currently enrolled in the program as well as interested community members. The Board meets once per month to discuss issues related to the Centre's operation. The Board normally does not meet over the summer months. Our Annual General Meeting takes place during the month of May. If you are interested in becoming a member, please speak to the Executive Director. The Centre runs under a set of bylaws that are available upon request to any parent.

Annual General Meeting

Bright Beginnings for Kids conducts an AGM in the spring of each calendar year. It is important for you to be aware about what is occurring at the Centre and share your ideas or concerns with the Board and staff, so that everyone can work together to best meet the needs of your child/ren. The Annual General Meeting provides an excellent opportunity for families to do this, and it is strongly recommended that a representative for each family attend it.

Volunteering

We welcomed all parents/guardians to attend and volunteer for any special events throughout the year. Some parents enjoy volunteering on field trips or helping with various fundraisers and special events. All volunteers are required to always follow the centre's policies and procedures.

Open Door Policy

We welcome parents into our program at any time. Parents may wish to stay in the morning to help their child become comfortable or visit the child for lunch. Parents should feel comfortable to join us for an art activity, physical play, or just to say hello throughout the day.

Newsletters and Parent Information Bulletin Boards

Parents newsletters are prepared to keep you informed as to what your children have been doing as well as information about any upcoming events. The Parent Board also keeps you informed of the Centre's ongoing activities. The information board includes the following: evacuation procedures, Manitoba Early Learning and Child

Care regulations, behaviour management policies, daily schedule, educator’s schedules, snack menu, and attendance sheets.

Donations

While financial donations are acceptable, we are unable to accept any other form of donation. Educators will inform parents when children are encouraged to bring materials from home to the centre.

HOURS OF OPERATION

The centre is open Monday-Friday, 7:00 a.m. – 5:30 p.m. except for statutory holidays. We highly recommend that no child spend more than 9 hours per day in the childcare setting.

Statutory Holidays

The centre will be closed for Statutory Holidays. If your child is normally scheduled for a day that a Statutory Holiday falls on, you will be charged your regular fee. The following is a list of the centre’s Statutory Holidays:

Statutory Holiday	Date	Statutory Holiday	Date
New Year’s Day	January 1	National Day for Truth & Reconciliation	September 30
Louis Riel Day	3 rd Monday in February	Thanksgiving Day	2 nd Monday in October
Good Friday	End of March or in April	Remembrance Day	November 11
Victoria Day	3 rd Monday in May	Christmas Day	December 25
Canada Day	July 1	Boxing Day	December 26
Civic Holiday	1 st Monday in August	*Annual Professional Development Day	To Be Announced April or May
Labour Day	1 st Monday in September		

When a general holiday falls on a Saturday or Sunday that is not a regular workday, the next regular workday becomes the general holiday.

Early Closure Times

- Our centre closes at 3:00 p.m. on December 24 and 31st whenever these dates occur on a weekday.
- During the holiday period if anticipated attendance is low, the centre may choose to close up to three additional days between Christmas and New Years. Closure of the centre will be at the discretion of the director.
- The centre reserves the right to close early for the employee Christmas Party.
- ** The centre reserves the right to close early once a month for staff meetings. Parents will be notified in advance of the dates and times of scheduled staff meetings.

Professional Development Closure

The Centre closes for one Professional Development Day per year. This day is in lieu of Easter Monday. Parents will be notified of the date once it has been determined.

Emergency Closures

Bright Beginnings for Kids Inc. will make every effort to remain open and operating as per our scheduled hours. However, there may be emergency situations where we must close for the safety of our staff and your children. In the event of a health crisis/pandemic we will follow the directions of the Regional Health Authority.

Conditions that warrant a closure are as follows, but limited to:

- a blizzard/snowstorm

- natural disaster
- health crisis/pandemic

In some instances, there may be reduced staff, or the centre may be closed altogether. During times of reduced staff, space availability at the daycare may be limited.

If the childcare centre is closed, a message will be recorded on the centre's answering machine by 8:00 a.m. the morning of the closure. The phone number is (204) 415-4125. Parents will also be notified by email through the Fastoche program.

If the Centre must close due to severe weather or other emergency, parents will be responsible for paying fees at the full rate to a maximum of three (3) calendar days per year.

CENTRE POLICIES

Thank you for your interest in our program and entrusting your child/children in our care. We look forward to learning and growing together. These policies have been developed to clarify all procedures and requirements as it relates to enrolment within our program.

ENROLMENT, REGISTRATION, ATTENDANCE, WITHDRAWAL, SUSPENSION & EXPULSION POLICIES

Enrolment

Bright Beginnings for Kids Inc. is licensed for sixty-four children from 12 months to 5 years of age. Our facility is comprised of five classrooms:

the infant room – 4 infants, 12-24 months

the toddler room – 12 toddler, 2 years old

two preschool rooms – 16 children per room, 3 and 4 years old

one prekindergarten/kindergarten room, twelve children, 4 and 5 years old

It is important to note that while children already enrolled within the childcare are given priority for space, there is no guarantee that a space will be available in the next program. For example, once a child in the infant room turns two, we can not guarantee a space in the toddler room/preschool program. We do our best to avoid turning a child away. If a space will not be available in the next program, we will give families a minimum of 2 weeks' notice.

Our kinder program primarily accepts children who are enrolled at Varennes School; however, we have made exceptions to accept children enrolled in other schools and community areas. These exceptions are individually based and approved by the Executive Director.

Priority is given to siblings attending the centre and/or children who have previously been enrolled in our program who have left in good standing.

If you wish to be placed on our waitlist, please email bbforkidsadmin@shaw.ca. Provide your name, phone number, child's name and date of birth and when care is required.

Registration

Children between the ages of 12 months and 2 years are eligible for our infant program. Children between the ages of 2-5 years are eligible for our preschool program.

Bright Beginnings for Kids Inc. operates at full capacity. When spaces become available, we will use our waiting list to fill spaces. Priority will be based on the following:

1. Siblings of children currently enrolled at Bright Beginnings for Kids Inc.
2. Length of time your family has been enrolled at Bright Beginnings for Kids Inc. on a continuing basis.

3. The length of time your child has been on the waiting list.

Registration is considered complete when the Parent/Guardian has:

- Paid a non-refundable Registration Fee of \$50.00 per child.
- Paid a two-week deposit.
- Read and signed the Centre Policies, Code of Conduct, and Fire Safety Plan
- Filled out the registration form in full
- Obtained and completed any necessary additional forms (such as URIS/anaphylaxis policy if child has a life-threatening allergy)
- Provided copies of documents regarding legal guardianship, custody, visitation/access if applicable
- *Parental Separation* - if the parents separate and custody and access arrangements change, Bright Beginnings for Kids Inc. will need a copy of the custody arrangement or court order pertaining to the children attending Bright Beginnings for Kids Inc.

Guardianship

In the event of **divorce/separation/custody arrangements/restraining orders**, the centre requires a copy of any legal documents detailing guardianship and access as outlined in **Enrolment Form**. The centre is unable to refuse access to the other parent without these legal documents on file.

Both custodial and non-custodial parents may have access to their child's information pertaining to health, education and welfare unless a court order stipulates to the contrary.

Annual Update Of Information

Your child's file at the Centre must be updated on an annual basis. It is important that you inform the Centre of any changes in phone numbers, workplace, new address, authorized people, medical and any other information found on the registration form.

Attendance

To maintain staff/child ratios, it is important that you are as consistent as possible in dropping off/picking up your child. Children are never to be left unattended under any circumstance during drop off/pick up. Please advise the Director/Assistant Director of any changes to your schedule.

Drop Offs/Arrival

The childcare centre opens at 7:00 a.m. Staff are unable to take children into their care prior to 7:00 a.m. Please use the main doors on the south side of the church to enter the building.

A parent/guardian must accompany children when transferring responsibility.

- This means that children must be physically walked into the centre and parents/guardians must communicate with staff that the children have arrived and that the parent/guardian is leaving.
- Bright Beginnings for Kids Inc. will assume responsibility of a child from the time the child's parent/guardian leaves the centre until the time the child's parent/guardian walks back into the centre.
- Bright Beginnings for Kids Inc. will not assume responsibility for a child **NOT** accompanied by parent/guardian upon arrival at the centre or school.
- Parents/guardians will be greeted by a staff member at arrival, and staff will ensure that the child is checked in for that day.
- Parents/guardians are encouraged to have open dialog with the staff regarding daily activities, and their child's care.
- Parents/guardians are responsible for assisting their child in the removal of all outdoor clothing, ensuring belongings are placed in the assigned locker, and ensuring that lunches are placed in their child's basket or hung on their hook.

Parents are strongly urged to drop child/ren off before 9:30 a.m. as staff begin group programming at that time and it is difficult to incorporate children into certain activities after that.

Please make every effort not to drop off or pick up your child during nap time as it is very disruptive to the rest of the children.

Pick Up/Departure

Parents/Guardians are required to pick up your child/children at the end of the day. Staff are unable to sign out your child/children without their parent/guardian present.

Advance notice (written or by phone) is required if someone else is picking up your child. Staff members can only release children to the parent/guardian, and to those listed as emergency or alternative contacts on the registration form.

To release a child to persons not listed in their file, the below information must be provided: Physical description of the person, the person's full legal name, the person's address & contact information.

Please note that for your child's safety, any person arriving to pick up your child, other than the child's parent or guardian, will be required to show a piece of official government identification prior to the child being released into their care.

The law requires that we only release your child to persons thirteen (13) years and older.

At pick-up, parents/guardians are responsible for assisting their child in dressing. Please ensure you have all your child's belongings, including their backpack, lunch kit and artwork.

It is the parent(s)/guardian's responsibility to transport your child to and from the childcare centre. The staff of Bright Beginnings for Kids Inc. are unable to transport children to and from childcare.

Reporting Absences

Please advise the Centre by 9:00 a.m. if your child will be absent for any reason and the length of time they will be away. You can either email the centre at bbforkids@shaw.ca or call and leave a message at 204-415-4125. Regular childcare fees will apply for all absences.

Failure to Pick-Up

The Centre closes promptly at 5:30 pm. If your child is not picked up 30 minutes after closing time and we are unable to reach an emergency contact, we are required, by law, to contact Winnipeg Child and Family Services. WCFS/ANCR will subsequently pick up your child. Should this situation arise, WCFS/ANCR can be reached through their general phone number (204) 944-4200.

Nap Time/Quiet Time

Nap time is optional for pre-school children and is at the discretion of the parents/ guardians. Cots will be provided for pre-school children. Parents/Guardians are required to bring in a labeled blanket. Bedding will be sent home to be washed at the end of each week.

Children who do not nap will have a quiet time with quiet activities provided.

Voluntary Withdrawal

A minimum **two-week written notice** of withdrawal must be submitted to Bright Beginnings for Kids Inc. to withdraw from your enrolment schedule. If this notice is not provided, you will be charged for those days where appropriate notice was not given, up to a maximum of two weeks

Suspension/Expulsion

Bright Beginnings for Kids Inc. strives to create an environment that supports the health, safety and well-being of the children, our staff, and the parents/guardian. Any kind of violence, physical aggression, harassment,

discrimination or actions that put another person at harm will not be tolerated. The below procedures will be followed:

- 1) A written incident report will be completed and reviewed with the parent/guardian by the Executive Director/Assistant Director.
- 2) Copies of all incident reports will be retained on file at the Centre.
- 3) The Executive Director will discuss the incident with the Board of Directors and recommend suspension or expulsion. With the support of the Board of Directors, the Executive Director/Assistant Director will immediately inform the affected of family of the decision. The decision of the Board of Directors as it pertains to both suspension and expulsion is final unless the affected families provide a written appeal to the Chairperson within 48 hours of the suspension/expulsion notice. The Board of Directors will review this appeal. During review of an appeal, care will not be provided to the affected child(ren). Following the conclusion of an appeal, the decision of the Board of Directors will be final.

Failure to make timely payments on outstanding balances may result in the termination of childcare. See the *Fee Policy* for further details.

FEES, SUBSIDY & PAYMENT OPTIONS

Registration Fee

A \$50.00 registration fee per child is to be paid at the time of enrolment. This fee will be applied each time a parent/guardian re-enrolls their child. This fee is non-refundable.

Deposit Fee

A deposit is required and is equal to 2 weeks of childcare fees.

Infant 300.00

Preschool \$208

The deposit is non-refundable if you change your mind about enrolling your child into the program. For those enrolled in our program, the deposit is held until you withdraw your child from the centre, at which time it is applied to your final fee payment if the required 2-week written notice of withdrawal is provided. If fees have been paid in full, the deposit will be reimbursed.

Fob Key Fee

To gain access in the centre, parents/guardian will require a FOB key. Each FOB is \$10.00 and is refundable when it is returned upon your child's withdrawal. The parent/guardian will be responsible for the loss or theft of a FOB key. The replacement charge is \$10.00 per FOB.

Childcare Fees

Childcare fees are invoiced four (4) weeks in advance of childcare services. Our billing is calculated on a 20-day cycle, as set by MELCC. There are thirteen (13) billing periods per year, and invoices are calculated by four-week period. Fees are due at the beginning of each billing period. Parents/guardians are required to pay by the due date. Invoices will be sent via email or delivered to parent mailboxes approximately one week before fees are due. The amount is due within the first week of the billing period. Please notify our office at (204) 2415-4125, if there are any unforeseen circumstances that may prevent you from paying your invoice on time.

Daily Fee Schedule

Age of Child	Hours of Care	Daily Fee
Infant	Full Day (4-10 hours)	\$30.00
Infant	Over 10 hours	\$45.00
Preschool	Full Day (4-10 hours)	\$20.80
Preschool	Over 10 hours	\$30.20

Fees are charged for each day the child is scheduled to attend, regardless of absence from the program. Fees are also owed on the professional development day, as approved by the provincial government.

Subsidy

Families who are unable to meet the cost of childcare may apply for financial assistance through the Manitoba Government Early Learning and Child Care Subsidy Program. Subsidy applications are available online at www.gov.mb.ca/childcare.

It is the family's responsibility to notify their subsidy clerk of any changes to their subsidy information (i.e., Address, marital status, income, reason for service, termination of employment/education status). Families will be charged the full rate of care until we receive notification for approval.

For re-applications of subsidy, it is the parent's responsibility to re-apply prior to their subsidy expiring. Parents will be invoiced full amount of childcare fees, if confirmation of the re-approval has not been received in our office before the subsidy expires. If a subsidized family exceeds their allowable absent days, they will be invoiced the full amount of childcare fees.

** Notes to parents with children in the subsidy program: There is a minimum \$2.00 unsubsidized fee per day for each subsidized child.

Late Pick-Up Fee

The centre closes at 5:30 p.m. If your child has not been picked up prior to 5:30 p.m., a minimum of two employees will be required to work overtime caring for your child/children until they have been picked up. As such, parents will be charged a late pick up fine for every minute past 5:30 p.m. This fee will be applied any time throughout the year.

First time:

After 5:30 p.m., late time is segmented into 15-minute blocks. The time is rounded up to the nearest 15-minute block. For every 15 minute-block or portion of 15-minute block you are late, you will be charged \$20.00. This fee is charged on a per family basis, not a per child basis. Fees must be paid by the following day to the Executive Director/Assistant Director.

Second time within the same calendar year:

The parent/guardian will be charged \$20.00 per 15-minute block, as described above, **PLUS** the parent/guardian will make a choice between A or B:

- A. One (1) day of suspension, where your child may not attend the Centre; or
- B. A \$35.00 late charge.

Third time late within the same calendar year:

Your child will be immediately DISCHARGED from the Centre.

Appeal of this decision can be made only to the Board, and only at its **next** meeting. If the parent does not submit a written appeal before this Board meeting, the Centre is released from any further obligation.

Please note the following:

If the parent(s) are more than 30 minutes late, and they have not contacted the Centre to explain why, Child and Family Services will be called to assume responsibility for the children.

Late fees will continue to be assessed until the CFS representative arrives at the Centre. At that time, the Centre staff will be relieved of their responsibilities for the child.

Late Payment

If payment is not made by the due date, there will be a **First Notice** of late payment sent stating the outstanding balance and the new due date.

If payment (or payment arrangement) has not been made by the new due date, a **Second Notice** will be issued stating the outstanding balance, plus a **\$50.00 late fee payment** and the final due date.

At 10 days past due the original due date, a third and final written notice will be issued, informing the parent/guardian that your child has been withdrawn from the Centre and your account will be forwarded to a Collection Agency and the effective date.

If you are having financial difficulties and are unable to pay your entire outstanding balance, please speak with the Director immediately. An alternative payment plan can be arranged/discussed to suit your situation.

NSF Fee

An NSF fee of \$50 will be charged for returned cheques or declined EFT payments.

Fundraising

Bright Beginnings for Kids Inc. is highly dependent on fundraising activities to support its' Children's Programming. Without fundraising, the organization would struggle to provide a high-quality program that we offered to this community.

All parents with children enrolled in Childcare are **invited** to volunteer in the organization and implementation of the centre's various fundraisers.

Bright Beginnings for Kids Inc. takes great pride in our fundraisers offered throughout the year. These events have helped to bring our community together in a way of which we are extremely proud. The amazing support we have received has made us believe in the value of small communities and supporting them. Help us bring more programs to the community by volunteering your services to our organization.

Summer Program Fees/Donations

Each summer we plan an incredibly fun and exciting summer program filled with special activities and guests, as such extra costs are incurred. In June, once our summer program has been planned, a newsletter and calendar are sent home outlining the extra programming costs. We ask parents for donations to help cover the extra costs. A receipt is provided at the end of the year for all donations.

Income Tax Receipt

At the beginning of each year, you will be issued an income tax receipt for childcare expenses reporting the total childcare fees you paid in the previous year. Please retain this statement for income tax purposes. Duplicates will cost \$10.00.

Payment Methods

We accept payments made by e-transfer, cash, cheque or money order.
There is a fee of \$1.50 for each of the EFT transaction that will be added to your invoice.

When making a cash payment, please see the Executive Director or Assistant Direct. Cash must be counted in their presence, placed in an enveloped which is then sealed and signed by the parent with the amount of cash noted on the envelope.

BEHAVIOUR MANAGEMENT POLICIES

Discipline is a complex matter and there are many different views on how it should be achieved. Our centre considers the individual needs of all children. Behavior Guidelines are determined by three rules:

- Respect yourself
- Respect Others (children & adults)
- Respect the learning Environment, equipment & materials

Everyone makes mistakes as they learn and grow, so we anticipate that children will have some difficulties in behavior. Our goal is to teach children self-discipline in a positive and respectful manner by modeling the appropriate behaviours, giving examples, and giving them the tools from which to learn good choices from inappropriate choices.

Children are provided with opportunities to make choices. This supports the development of self-control and minimizes frustration.

- Educators will help children label their feelings and discuss conflict situations with children and provide alternatives and guidance and help them resolve disputes.
- Educators will help children gain self-control through this support or by redirecting them to another choice and or activity.
- The Centre may also use “thinking times” as a form of behaviour management. For example, if a child hits another child, the child that did the hitting will be separated to another part of the room and asked to think about what they did and why they did it. This strategy is dependent upon a child’s age as well. For the younger children, language may not be developed enough, in which case the staff would help the child to learn to use their words.
- Children who continue to misbehave after being spoken to may be removed from the situation and ask to have quiet time until they gain self-control. They then will be redirected to another activity.
- Educators will focus on the child's behavior and not their character. Redirection is a large part of age-appropriate behavior management.
- The Centre reserves the right to seek external support and suggestions from a behavioural consultant for children with persistent and disruptive behavior.
- The Executive Director/Assistant Director (ED/AD) will be made aware of the staff’s concerns regarding any child’s persistent and disruptive behaviour. The ED/AD will then discuss these concerns with the parents/guardian. At the initial discussion, the problem(s) will be identified, and a plan of action agreed upon by the parent and the ED/AD. The plan of action will include a stated period for resolution/improvement of the problem. If the situation continues, the ED/AD will recommend the consideration of professional assessment being initiated by the parent. Upon refusal to initiate such assessment and continuation of the problem, the Board of Directors will be notified of the situation. At such time, upon the Board of Director’s direction, the centre may terminate childcare services effective immediately.

No child will endure any verbal (embarrassing or degrading) or physical (hitting, pushing) abuse of any kind. Abuse also includes withholding the necessities such as food and toileting needs. These are serious matters and will not be tolerated in any way.

For serious incidents, such as hitting or hurting another child, incident reports will be written for parents/guardians to read and sign at the end of the day. The only situation in which a child would be physically removed would be in which the child is engaging in behaviour which could injure or endanger themselves, or any of the other children or staff. Children who pose a threat to others, who have not learned to control aggressive behaviour even after intervention, may be subject to suspension, may be asked to leave the Centre until they can participate fully in the program or withdrawn from the Centre.

HEALTH, WELLNESS AND SAFETY POLICIES

Bright Beginnings for Kids Inc. is responsible for the health and safety of the children and staff of the childcare centre. The policies implemented at the childcare centre have been created with the health and safety of our children

and staff in mind. The centre does not have the facilities or staff to care for sick children and we are unable to accommodate requests that your child be allowed to stay indoors or not participate in daily activities. Please have back-up childcare for emergencies.

If your child becomes ill while at the centre, you will be notified and must pick up your child as soon as possible. If you cannot be reached, one of your emergency contacts will be notified. In the case of a suspected illness, the Centre reserves the right to request a doctor's certificate stating that the child is healthy enough to return.

Medical Illness

If your child is too ill to participate in the full day's activities, including outdoor play, he/she should **not attend** the childcare program for his/her own comfort and well-being. Staff discretion will be used to assess your child's condition while in childcare and you will be expected to make alternate arrangements to have your child picked up and taken home if needed.

Please ensure that you have a contact person listed as an "Authorized Pick-Up Person" by completing the **Enrolment Form** in case you cannot pick up your child yourself.

If your child has communicable disease, you must follow the Public Health Regulations regarding incubation and/or isolation. A physician's certificate will be required prior to re-entry.

Bright Beginnings for Kids Inc. will implement the following procedures if your child becomes ill while at the Centre:

Fever

Temperature higher than 38°C (100°F) will be considered a fever. Your child must not be in attendance until he/she can maintain a normal temperature **WITHOUT** medication (for 24 hours). If your child develops a fever while at the Centre, you will be called to pick him/her up immediately.

Vomiting

One (1) instance of vomiting **plus** any other symptoms of illness in a child will constitute an immediate call to the parent to be picked up.

Diarrhea

Two (2) bouts of diarrhea during the day **OR** one instance of diarrhea **plus** any other symptoms of illness in a child will constitute an immediate call to the parent for the child to be picked up. You will be called to pick him/her up. Your child can return to the Centre once the diarrhea has stopped for 24 hours.

Flu

If your child is lethargic or has flu symptoms, you will be called to come pick up your child if, at the discretion of the staff, the child is too ill to be at the Centre.

Head Lice

If nits (lice eggs) are found in your child's hair, you will be called to come pick your child up immediately. Your child should see a doctor and get the appropriate medicated shampoo. Your child needs to be kept out of the Centre until all the nits are gone.

Bed Bugs

If you discover bed bugs in your home, please notify the Executive Director so that proper precautions can be applied in the Centre.

Inability To Cope

A child's ability to cope will be considered with any signs of illness or 'atypical' behaviour. If your child is unable to participate in all daily activities or needs one-on-one care, you will be notified, and your child must be picked up from childcare. The staff, in consultation with the Director, will make the decision to send the child home based on their observations and their knowledge of the child's typical behaviour.

Communicable Diseases

Manitoba Public Health Regulations state that a child must stay home from the Centre with the following illnesses:

- **German Measles** – until the rash disappears
- **Red Measles** – until four days have passed from the onset of the rash
- **Mumps** – until (9) days have passed onset of swelling
- **Pink eye** – until medication has been applied for 24 hours
- **Chicken Pox** – is contagious before the onset of symptoms. Children can attend the Centre if they can participate fully in activities.
- **Impetigo, Pediculosis, Ringworm, and Scabies:** If your child has impetigo, pediculosis, ringworm or scabies, your child should not attend childcare until treatment is completed to the satisfaction of a physician.
- **Hand Foot and Mouth** – until fever is gone for 24 hours without medication and no open sores are present
- **Strep Throat/Scarlet Fever**-after 24 hours once medication has started and the child is well enough to participate in the program
- **Rash with a fever or change in behaviour**- should be seen by a doctor.

NOTE: A doctor's certificate may be required before your child will be readmitted to the Centre

Discharges

Children who are seen to have discharges which are infectious will not be permitted to attend the Centre. These include pus-like discharges from eyes or skin surface, and nose discharges which are greenish-yellow or yellowish-brown.

If your child is assessed as being ill according to the above criteria and you have been called to pick him/her up, **you will be required to keep your child out of the Centre for a minimum of 24 hours.**

Upon return to Bright Beginnings for Kids Inc., your child must be symptom free (this includes free from fever without the use of medication).

Administration of Medication

Children taking medication must have written consent from parents permitting staff to give prescription medication. These Medical Permission slips are obtained from staff and must be completed for each individual course of medication. The medication must be in the original prescription container, and bear the pharmacist's label indicating:

- physician's name
- drug name and number
- type of medication
- dosage and times to be given
- child's name

This Medication Policy is for BOTH over-the-counter medications and pharmacy-fulfilled medications. This INCLUDES, but is not limited to, the following over-the-counter medications:

- Tylenol
- Advil
- Benadryl
- Polysporin "Pink Eye" Eye Drops

It is the parent/guardian's responsibility to ask for the medication back at the end of the day.

Bright Beginnings for Kids Inc. staff **will not** administer any medication that is not prescribed by a doctor.

Tylenol and other pain/fever reducing medications will be administered to children in the infant program during teething only after approval by the parent/guardian is obtained.

Teething Pain

If your child has mild discomfort due to teething, staff may administer one dose of infant or children's Acetaminophen or Ibuprofen. This will only be administered after you have filled out a **Medication Consent Form** for this medication and have given verbal confirmation to staff that day that your child is teething.

This medication will not be administered for more than three consecutive days in a one-week period.

If due to teething, your child has severe discomfort, is running a fever (>38.5°C or 100.4°F), or is very irritable, unhappy and needs one-on-one care, you will be notified, and your child must be picked up from childcare.

Emergency Care

Should a child require emergency care (defined as life threatening, unconscious, broke bone, allergic reaction, asthma attack) an ambulance will be called, the child will be taken to the nearest hospital (at the paramedic's discretion) accompanied by a staff member. The Executive Director/Assistant Director will notify the parent/guardian as soon as possible and advise the parent/guardian of the situation and the hospital the child was taken to. If we are unable to reach the parent/guardian, we will contact somebody on your emergency contact list. Parents/guardians will be required to sign an incident or accident report, and it shall be reported to MELCC. Parents will be responsible for the cost of the ambulance and will be billed by the city. Staff are not permitted to use personal vehicles to transport a sick child.

Non-Life-Threatening Injury

In non-life-threatening events the parent/guardian/ or emergency contact will be notified, and the child must be picked up immediately and medical attention will be advised. Parent/guardian will be required to sign the accident/incident report. All accidents are reported to MELCC.

Anaphylaxis Policy

Any child attending the Centre that has an anaphylaxis reaction must complete the following:

- URIS Application (yearly)
- Sign authorization for release of information
- Complete authorization form for administration of an adrenaline auto-injector
- A health care plan

All items stated above will be reviewed and updated yearly. All educators will receive training on how to administer the epi-pen and they will be aware of children and fellow co-workers who have a life-threatening illness.

Biting Policy

Biting is a natural developmental stage that children go through. It is usually a temporary condition that is most common between 13 and 24 months of age. The safety of all children at the centre is our primary concern. The centre's biting policy addresses the actions the educators will take if a biting incident occurs.

Children bite other children for different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Young children have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason.

The educators will encourage the children to 'use their words' if they become angry or frustrated. The educators will always maintain proximity and supervision of the children.

The following steps will be taken if a biting incident occurs at our childcare:

- The biting will be interrupted with a firm 'We do not bite our friends!'
- Educators will stay calm and will not over- react.
- The bitten child will be comforted, and first aid provided.
Educators will remove the child who bit from the situation. Age-appropriate redirection will be given to the child who bit with chances for empathy to the bitten child.
- The wound of the bitten child will be assessed and cleansed with soap and water. Ice will

be applied for any swelling. If it is determined that there was a blood exposure further steps need to be taken including notifying the parents' immediately. The bitten area should continue to be observed by parents and educators for signs of infection. The parents of both children will be notified of the biting incident. Accident/Incident reports will be completed for both children. Confidentiality of all children involved will be maintained.

Pandemic Infection Control Policy

A Pandemic Infection Control Program has been established to ensure proper management of any incident. Staff members have been cross trained on key functions of the childcare centre to ensure that the childcare centre can offer services during such an incident. If a reduction to enrolment is necessary, enrolment acceptance will occur on a first-come, first-served basis.

SAFETY

Confidentiality

We recognize and respect everyone's right to privacy and confidentiality. Information concerning your family/child is kept by Bright Beginnings for Kids Inc. in the strictest confidence. Information from your child's file will only be released with your written consent. We will not allow your child to be photographed by persons outside the Centre, nor will we post your child's picture on our website, or in newsletters without prior written permission. Casual visitors are not permitted to assess or evaluate children in a BBFK program without prior consent from parents.

Staff personal phone numbers are confidential and will not be given to any parent without the prior consent.

Code of Conduct

All children, parents/guardians and families of children enrolled, staff, board members and volunteers, and all others in contact with our centre are required to comply with our Code of Conduct. Policies were created to set forth procedures for appropriate behaviour and make it clear what is expected from everyone in contact with our centre.

A copy of the Code of Conduct Manual is included with this Childcare Parent Policy Manual. Each Parent must sign and date the Code of Conduct Agreement and return the signed copy with your child's enrolment forms.

Controlling & Monitoring Access

All outside doors to the childcare centre and church are locked. When arriving at the centre, all staff, parents and visitors must use the designated centre entrance. All parents/guardians authorized for pick-up according to the child's application form and approved by the Executive Director will receive a FOB key when registering their children.

- FOB keys are not to be shared.
- Each parent/guardian and staff will receive a FOB key to have access to our Centre during business hours.
- For those drop off/pick-up persons who are not the Parent/Guardian they will enter our Centre by either calling the general Centre phone number or ringing the doorbell at the entrance to the Centre to gain access. The staff will answer the door and will verify the name and child picking up. When the person enters the Centre their photo ID will be checked immediately to confirm identity.
- The doorbell can be heard in front foyer of the centre.

Staff are required to welcome parents and children into the centre, share pertinent information and help the child to get involved in the centre's activities. Staff will sign children in and out on the attendance record.

Parents are required to directly tell a staff member when they are leaving the building, with or without their children and to not allow other people into the centre when entering or leaving the centre.

Emergency Preparedness And Enhanced Safety Plan

Our centre has established policies and procedures to deal with any potential emergencies that may occur at the centre or while children are in the care of centre staff.

Our Emergency Preparedness Plan was originally developed in 2009 and a further Enhanced Safety Plan was developed in 2010-2011. Plans are reviewed and updated regularly. These Plans are available for parents/guardians to view in the childcare centre, or a copy may be made available upon request by speaking with the Director.

In the event of an emergency, parents/guardians will be contacted immediately. If it is a life-threatening situation, the child will be transported to the hospital via an ambulance. Parents/guardians are responsible for any costs incurred relating to emergency transportation.

Emergency Evacuation

If the centre must be evacuated all the children will be taken to a designated safety zone. If re-admission into the childcare centre is not possible, parents/guardians or emergency contacts will be contacted as soon as possible and asked to pick up their child from the designated safety zone.

In the event of an emergency, where children must evacuate the building, the children will be escorted by staff to Immanuel Fellowship Church, 479 St. Mary's Road. Parents/emergency contact persons will be notified as soon as possible to come and pick up their children.

The childcare centre practices Emergency Evacuation Drills monthly with the children, to ensure they understand evacuation methods and to familiarize them with the procedures and sounds of an evacuation.

Utilities Failure

If the childcare centre is without power or without water, the childcare centre will close, as per Manitoba Childcare Regulations.

Closure During Regular Programming

If, for any reason, the childcare centre needs to close during its regular program, parents/guardians will be contacted to pick up their child. If parents/guardians cannot be reached, emergency contacts will be called.

Incident & Accident Procedures

Our Centre strives to provide a safe, clean environment for children to play in. Staff are always alert to potential hazards and takes steps to ensure utmost safety. However, knowing the nature of children, accidents do happen. The following policies have been established:

- All educators are trained in First Aid and Infant/Child CPR. An educator will administer First Aid or CPR as required in the event of an incident/accident.
- Staff will record all minor injuries on an incident report. A parent or guardian must sign the report, and then it is kept on file. Parents can request a copy at any time.
- In the case of more serious injuries, an accident report will need to be completed and reported to the Child Care Coordinator.
- In the event of a serious injury, children will be transported to the hospital of choice at the discretion of the paramedic by ambulance. If an ambulance is called, parents are held responsible for the total cost.
- Parents will be notified immediately if their child is taken to hospital. Parents will be required to meet the educator and child at the hospital.
- Parents are advised to expect some bumps, scrapes, bruises and other minor incidents because of children being exposed to each other and/or their surroundings. Quite often children will fall or bump into something and receive a bruise or scrape, then get up and keep right on playing, and not tell anyone what happened. Biting is included as an accident/incident in childcare as it is common in an infant/preschool program.
- In the event there is an emergency, we need to be able to locate you immediately. It is imperative that we have all the correct information of your work, school, home, etc. It is also important that if you are not at your usual spot during the day, please inform an educator where you will be, so they are able to locate you or an alternate immediately

Indirect Supervision

There are times during the day where the supervision of older, preschool children is not direct, based on Manitoba Early Learning and Child Care Program licensing regulation (#8, 1.2). This includes when children are going to the washroom or going to their locker. Please be assured that staff will monitor the length of time your child is absent during these times and will act to check on their whereabouts if they feel too much time has elapsed.

Indirect supervision may be used for children (with written parental permission) to use the washrooms.

Suspected Abuse

We are required, by law, to report to the proper authorities, any suspicion or incidence of child abuse. The childcare centre has adopted the **Child Protection and Child Abuse Guidelines (1991)** established by Manitoba Family Services & Housing, Child Care Office. The document is available from the centre upon request. All parents/guardians are encouraged to make themselves familiar with the contents.

Suspicion of Intoxication or Drug Abuse

If a parent/guardian comes to pick their child up and a staff person suspects that he/she is under the influence of drugs or alcohol, the staff person will contact the alternate pick-up person. If no one can be contacted, a taxi will be called (at the parent/guardian's expense). If the parent/guardian becomes belligerent and will not adhere to safety measures for the child, Child and Family Services will be called. This matter will also be brought to the attention of the Executive Director and the Board of Directors. Proper authorities will be called if the situation warrants.

TECHNOLOGY POLICY

Bright Beginnings for Kids Inc. has implemented a Technology Policy for educators and families attending our facilities.

Electronic Devices & Internet Policies

Children, educators and all others using our childcare center's computers and electronic devices must:
Respect and protect the privacy of others.

- Respect and protect the integrity of all electronic resources.
- Respect and protect the intellectual property (the ideas, creations and copyrights) of others.
- Communicate in a respectful manner.
- Report threatening or inappropriate material.

Inappropriate Use Includes

- Intentionally accessing, transmitting, copying, or creating material that:
- Violates the confidentiality of children, parents, educators or the centre.
- Violates the centre's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Using the technological resources for personal use without the centre's permission.

Supervision & Monitoring

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

Educator And Use Of Personal Electronic Devices

- Educators do not use cell phones and other personal electronic devices when they care for and supervise children.
- Educators make sure that anyone who may need to contact them during working hours knows to call the centre's phone number.
- If educators take a personal cell phone for safety purposes on outings with children, it is only used for

emergency contact with the centre or a child's parents.

- If educators use a personal cell phone or other device to photograph or videotape children (with permission of the centre and parents), the data is downloaded onto the centre's computer and deleted from their phone or device.

Information about children, parents, educators and the centre (including photos or videos) is not to be posted on:

- A personal web-space
- Social networking web sites (for example, blogs, Instagram, Facebook, etc.)
- Public networking or file sharing sites (like Photo bucket, Flickr, YouTube, etc.)
- Any other type of Internet website

Educators do not accept children or parents as "friends" or "buddies" when using social networking sites such as (but not exclusive to) Facebook, Instagram, or Twitter.

NUTRITION POLICIES

Parents are responsible for providing two nutritious snacks and a nutritious lunch everyday. Please **clearly label** all your child's containers with your child's name to ensure he/she receives the correct mealtime products and that empty containers can be identified. This includes bottles, lunch kits, lunch bags, and any non-disposable containers brought from home.

To reduce the risk of choking, please ensure all food items are cut into small pieces or thin slices. Circular foods, such as grapes, carrots and hot dogs, should be cut into short strips rather than round pieces.

Infants

Bottles must be sent prepared and ready to heat and serve. Care will be taken when heating the bottles, including using a warm water bath instead of the microwave to reduce the potential for hot spots. It is suggested that 4 oz. bottles are used as staff cannot reheat or reserve formula.

Your infant's meal and snack schedule will be flexible and based on his/her individual needs.

Once your child has reached the age of two, a plan for transition into regular snacks can be discussed with the room ECEs.

Preschool Children

Food should be sent in a lunch kit or lunch bag with an ice pack to keep your child's lunch cold. Food must be sent prepared the way it is to be served to your child. A microwave is available to reheat lunches occasionally.

It is recommended that breakfast be served at home. However, when necessary, breakfast will be served to your child before 8:30 a.m. Please send a breakfast that is ready to eat. Exceptions may be made in unusual circumstances.

Due to peanut/nut allergies, the childcare centre is a nut aware centre. Please support us in providing a safe environment for children with nut allergies by **ONLY** sending 100% nut free products for lunch and special treats. Please note, that this is not limited to peanuts. Nuts include (but are not limited to): almonds, cashews, pine nuts, peanuts, Brazil nuts, etc....

The following is a list of foods that are harmful due to allergies, potential choking hazards or have little or no nutritional value.

Banned Food Items

Please do not send these items to childcare as staff are unable to serve them:

- Nut or peanut products (i.e., peanut butter sandwiches, cookies, etc.)
- Seeds with shells on (i.e., sunflower seeds)
- Popcorn
- Sugary treats. This includes sugary cereals such as fruit loops, captain crunch, etc.

- Soda pop
- Hard candies, gummy candies, and other confectionary products
- Gum
- Chocolate bars, or treats with chocolate chips
- Potato chips
- Cough drops
- Fish with bones
- Snacks with toothpicks

Parents are responsible for providing two healthy snacks. Morning snack is scheduled for 8:30 to 8:45 a.m. and an afternoon snack at 3:00 p.m. Lunch is scheduled between 11:15-12:00 depending on the room your child is in.

Safe Food Handling

Bright Beginnings for Kids Inc considers the safety of your child to be our main priority. Some of our staff are trained in safe food handling procedures. Each room has access to a microwave to reheat /cook lunches for children. When packing your child's lunch and snacks, include an ice pack and/or juice box to keep food cool, as we do not have refrigerator space for lunches.

If you are wanting to celebrate your child's birthday at the centre, we ask that you discuss it with the room staff first so as you can be notified of any allergies or dietary restrictions children may have in the room. You can provide a "store" bought cake/cupcakes only, making sure its nut free, or another kind of store-bought treat. Unfortunately, we can not accept home baked goods (cakes, cookies, etc.) due to Provincial Health Regulations. Allergies can be life threatening and we make every effort to maintain a safe environment for both the children and the staff. We rely on parents/guardians to ensure that all food sent to the Centre meets the guidelines of the centre and your child's room.

Allergies

Please notify the centre of all allergies your child has. If your child has a life-threatening allergy, a URIS health plan must be developed prior to you child attending/or returning to the centre so as we can ensure staff receive proper training/notification of the allergy(s) and treatment. Parents must provide an epi-pen for their child, to be kept at the centre, in case of emergency.

The Centre cannot be responsible for allergic reactions that may occur while children are in our care. Any allergies that your child has will be posted on site with a photo of your child and a list of their allergens beside. This makes it easy for the staff to identify during mealtimes.

Dietary Restrictions

Please notify your Centre of any dietary restrictions your child may have so that this information can be kept on record. We respect requests from parents/guardians regarding foods that meet religious requirements. Efforts will be made to accommodate these needs. Parents/guardians are required to bring food from home that meet their child's dietary restrictions.

Hot Lunch Fundraiser

As an ongoing fundraiser, the centre offers a once-a-week hot lunch from January-June and September-December. The cost for lunch is in the range of is \$5.50-\$8.00 per child, per hot lunch. The Hot Lunch will include a food item from each of the food groups: breads & cereals, milk & milk products, meats & alternatives and fruit & vegetables. Parents may want to provide a beverage if a beverage is not noted on the lunch menu.

Children will have access to water throughout the day.

Clothing And Personal Belongings

Each child will be assigned a locker space to store his/her belongings. All the child's personal belongings required for the day should be contained in a backpack or similar type of bag and hung on the hook or placed in the upper cupboard of their locker.

Upon arrival, parents are asked to place their child's lunch bag in the laundry basket in their child's room. **Please ensure that lunches are marked with the child's name** to make sure that he/she receives the correct lunch. Your child's lunch kit/bag will be placed back in their locker after their lunch meal is over.

Appropriate Outdoor Clothing

Winter:

Please send winter boots, a warm jacket, ski pants, hats, scarves, and mittens. Please remember that mittens and socks get wet; therefore, sending two pair of each would ensure your child's comfort and participation in outdoor play.

Spring and Summer:

Please send sun hats, rubber boots, splash pants, raincoats, an extra pair of socks, and an extra set of clothing (as water play is a vital part of children's play during these seasons).

During the hot summer months, a swimsuit, towel and water shoes are required.

Having appropriate clothing for the weather will enable your child to fully explore and learn while outdoors.

Autumn:

As the weather starts getting cooler, please provide a warm jacket, hat and a light pair of mittens.

Appropriate Dress And Change Of Clothing For Indoors

Preparing snack, pouring one's own juice, and working on art creations daily often results in spills, spills, and more spills! Please do not send children in clothes that you value. Rather, send children in clothes that are conducive to exploration and discovery, as this can be a very messy task for children. Providing a change of clothes will allow your child to change out of clothes that have become wet or soiled to ensure that your child is comfortable and able to fully participate in the wonderful world of exploration.

Indoor/Outdoor Footwear

Please provide indoor and outdoor footwear. It is recommended that runners are worn for indoor play as children engage in large motor activities while indoors and running shoes provide the proper support and traction for busy bodies. In the event of an emergency evacuation, running shoes will also provide protection from the elements.

Diaper Changes

Disposable diapers/pull-ups and wet wipes are to be supplied by the parent and are stored in the provided cupboard space by the diaper change table. Staff change diapers mid-morning, before nap, after nap and whenever else it is needed.

Parents are responsible for checking their diapering supplies and ensuring that adequate supplies are maintained.

If your child is without diapers, staff may be required to purchase diapers. In this event, a diaper charge of \$2.00 per diaper will be incurred, as outlined in the *Fees section of this policy*.

NAPPING CHILDREN

If your child naps during the day, please provide a blanket and/or any sleep aid that may be required to make your child comfortable. Blankets should be taken home to wash once a week for laundry.

The centre provides cribs for children less than 18 months of age and cots for children over 18 months.

Please ensure to label all items that you send with your child.

TRANSPORTATION POLICIES

Bright Beginnings for Kids Inc. will assume responsibility of a child from the time the child's parent/guardian leaves the centre until the time the child's parent/guardian walks back into the centre/play yard.

Bright Beginnings for Kids Inc. will not assume responsibility for a child **NOT** accompanied by a parent/guardian upon arrival at the centre.

The children may go for walks in the local community. These excursions are considered part of the daily program and will not include motor transportation.

An authorization form, in the registration package, acknowledges parental permission for a child to leave the premises for neighbourhood walks and visits.

During all trips and walks, individual ratios of each program will be maintained for all children. On a fieldtrip where transportation is required, parents will be notified in advance as to the details of the field trip excursion and written parental authorization forms must be signed for your child(ren) to participate. **Parents are encouraged to accompany their child(ren) on field trips.**

The Centre will use Winnipeg Transit or "School Bus" Transportation Company for field trips. A separate permission form will be provided for all field trips.

The childcare centre follows **Manitoba's Highway Traffic Act** and **Manitoba Public Insurance** Vehicle Standards when transporting children for the purposes of field trips and special outings.

Parent/guardian signatures are required for all field trips or special outings where vehicle transportation is required.

It is the parent's/guardian's responsibility to provide an unexpired, age and size appropriate car seat/booster seat for their child.

The driver of any vehicle used in transporting centre children or staff for the purpose of field trips or special outings will be required to have a valid and appropriate driver's license. (i.e.: a Class 2 (bus driver) license when transporting eleven or more individuals in a passenger van.

Field Trips & Local Outings

Bright Beginnings for Kids tries to expose children to experiences outside of the Centres on occasion. We do our best to choose trips that cost little or nothing to parents/guardians however, on occasion the Centre may ask parents/guardians to provide monetary donations to offset the costs. Field trip notices are posted two weeks in advance and a reminder notification will be sent to parents/guardians the day before.

Parents/guardians are responsible to have their children at the Centre by the posted times. On the day of the field trip, we will post a sign on the door indicating that we are out of the Centre and the anticipated time we will return.

Occasionally the staff will take the children on a neighborhood walk, to the local park or school yard. Permission from parents for these local walks will be "assumed". If you do not want your child to participate in any local, community walks, you must notify the centre at the time of registration or in writing, any time thereafter.

If the parent/guardian does not provide permission for their child to attend the field trip, they may be able to stay at the centre in another room. If this is not possible, parents will need to make alternate childcare arrangements. Parents/guardians will be expected to pay for the missed day.

School Bus Transportation

Families with children attending kindergarten, must make school bus transportation arrangements with the school. Once arrangements have been confirmed, you must provide the Centre with the times of bus pick-up and drop-off.

Occasionally, we may rent a school bus for field trip transportation. Parent's will be notified of the type of transportation we will use on specific fieldtrips.

OUTDOOR PLAY POLICY

The centre believes in the value of playing outdoors. Staff strive to go outdoors daily for children to explore the world around them – rain or shine, snow or mud! It is okay to get dirty! Research has shown that children who challenge themselves to dig, jump, stomp and splash not only thrive in problem solving skills, communication skills and self-esteem, but also in literacy skills.

Research tells us that outdoor play is associated with:

- reducing stress
- promoting physical development such as muscle and bone strength
- fostering large motor coordination (running and jumping)
- strengthening the immune system
- promoting social interaction

Children love to explore. Fostering exploration in the great outdoors expands creativity, elicits discovery and promotes firsthand problem solving. Yes! Puddle jumping is important to child development!

Due to the benefits of the great outdoors, the childcare centre strives to provide children with opportunities to interact with nature – especially during amazing teachable moments such as seasonal changes. Please support your child as they view and discover the world through their eyes and at their direction.

Under childcare regulations, the centre is required to take the children outside everyday unless adverse weather exists. Staff will use their discretion when deciding if the weather is suitable for going outside. The centre will keep the children inside if temperatures with the wind-chill fall below -25 degrees Celsius.

Please note that outdoor play is a large component of the day. Therefore, if your child is too ill to participate in outdoor time, then your child is too ill to attend childcare.

NOTE: Children sent inappropriately dressed for the season will be unable to partake in outdoor activities, and parents/guardians will be called to bring appropriate clothing or asked to pick their child up from care. Children will not be permitted to use the climbing structures unless they are wearing appropriate footwear.

Sun Safety

We play outside every day, weather permitting in the summertime. We limit outdoor play time during the hottest times of the day (11:00am - 4:00pm). Our staff ensures that drinking water is readily available to children before, during and after outdoor play; sunscreen is applied; children wear sun hats and children play in the shaded areas. *Parents are responsible for providing sunscreen and sun hat.

Cold Weather Safety

We play outside every day, weather permitting in the autumn and winter. We will remain indoors when temperatures reach -25C, or windchill -30C.

COMMUNICATION

Communication With Staff

Interaction between parents and staff must remain productive to ensure the dignity of everyone involved. Profanity, inappropriate language, swearing, shouting, or belittling of staff or other children of Bright Beginnings for Kids Inc. will not be tolerated. Harassment can be verbal (yelling, name calling, making threatening or degrading comments)

or physical (aggressive actions such as pounding a table, standing/following too closely, watching/following from a distance over a prolonged period).

If parents/guardians engage in any of these abuses, they will be verbally told that their behavior constitutes harassment, the event will be documented, and other Staff and the Board will be informed.

If a second incident occurs, the abusive parent will be escorted off the premises, and, if necessary, the police will be called immediately. All personal effects of the child/ren will be collected. The child/ren will automatically be withdrawn from the program. Any monies paid to Bright Beginnings for Kids Inc. such as fees or deposit is forfeited. Appeal of this decision can be made only to the Board, and only at its next meeting. If the parent does not submit a written appeal before this Board meeting, Bright Beginnings for Kids Inc. is released from any further obligation.

If any person is deemed to be a threat to the safety of any individual in Bright Beginnings for Kids Inc., the police will be called to remove the individual immediately from the premises - there will be no discussion.

Family Communication

Bright Beginnings for Kids Inc. takes family communication very seriously and considers this to be a key element to quality care. Bright Beginnings for Kids Inc. believes in open communication between parents and staff. Parents are invited to ask questions, make comments, or express concerns about their children at any time to the staff and to the Director. All parents/guardians will be greeted on arrival and open dialog is encouraged. If there are important notices, staff will do their best to remind parents to view them.

Parents are asked to treat all staff with respect. Physical or verbal abuse will not be tolerated. And issues regarding the staff should be discussed with the Director. Parents may also discuss concerns with the Board of Directors.

To ensure that communication goals with parents are met, Bright Beginnings for Kids Inc. has established a variety of communication methods:

Verbal Communication

If you have issues you would like to discuss regarding child development, nutrition, parenting, or an issue your child is currently working through, please speak with the Director. An appointment may be arranged if the centre is too busy to allow discussion or for privacy.

Parent Communication White Board

The white board is the main communication tool that Bright Beginnings for Kids Inc. uses. It is located on the north wall, just before the entrance to the childcare centre room. This board is updated daily and highlights activities the children experienced each day. It also serves to communicate important news, events, or changes and directs parents/guardians to notices posted on the Resource Bulletin Board.

Resource Bulletin Board Parent Table

The bulletin board is located on the east wall, across from the entrance to the childcare centre room. It also is an important communication tool and posts information on the following:

- Childcare Centre License
- Staff biographies
- Daily schedules and snack menus
- Newsletters
- Important notices
- Childcare Centre Parent Policy Changes
- Parenting resource information

Newsletters

At the start of each season, the Centre will prepare a newsletter which will be emailed to parents through Fastoche. Occasionally and as the need arises, additional newsletters such as fundraising, special events, and centre updates will be emailed.

Children's Daily Journals

For children under the age of two, a daily journal is provided. It details your child's meal and snack items, nap times, diapering and toileting, activities they participated in, and emotional disposition. Reminders are also given regarding low diapering supplies.

What To Bring On The First Day

- Signed policy and permission forms.
- Any prescription medication

Infant and toddler programs, please bring:

- Diapers and Wipes
- Diapering cream or ointment
- If toilet learning: 5 sets of clothing, underwear, socks, and a spare pair of shoes. Pants that are easy to pull up and down will promote toileting independence. If not toilet learning, full set of extra clothes (2 changes of clothes in sealed bags preferred)
- Bottles and/or Sippy Cups • Formula/Breastmilk
- Lunch and two snacks
- Comfort Item such as pacifier/soother if needed (infants)
- Weather appropriate outdoor clothing
- Indoor/Outdoor Shoes
- Blanket for nap time

For Children in the preschool program, please bring:

- Water Bottle that can be used indoors or outdoors
- Indoor Shoes
- Blanket for nap time (nappers only)
- Extra set of clothes
- If toilet learning: 5 sets of clothing, underwear, socks, and a spare pair of shoes. Pants that are easy to pull up and down will promote toileting independence.

* Please note, we ask that all items be labeled clearly with your child's name. We recommend that personal items such as toys are not brought from home. If a child feels the need to bring a transitional/comfort item from home, the item is to be kept in the child's backpack or locker during the day. The Centre is not responsible for lost or stolen items.

PARENT/GUARDIAN COMPLIANCE FORM

All parents/guardians whose child(ren) attend Bright Beginnings for Kids Inc. are required to adhere to all the policies as outlined in our Centre Policies Manual. Please complete the information below and return this form to the office. This will be kept in your child(ren)'s file.

I/We _____ have read, fully understand, and agree to comply and adhere to all the policies as outlined in the Centre Policies Manual.

I/We _____ agree and fully understand that failure to comply with any of the policies outlined in the Centre Policies may result in termination of childcare services without advance notice.

Name of Child(ren) _____

Name and Signatures of Parents/Guardians:

Print Name

Signature

Print Name

Signature

Date: _____