

**Mary Kardash Child Care Inc.**

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PARENT  
POLICY  
MANUAL

**Mission:**

Mary Kardash Child Care Inc. is a community-orientated program which provides a respectful, safe and nurturing child centred learning environment where children and their families can reach their potential and contribute as responsive, capable citizens of this community.”

## **WELCOME TO MARY KARDASH CHILD CARE INC.**

The years of a child's life are times of natural curiosity, boundless energy, and unlimited questions. Providing a rich and varied environment where children can enjoy learning through play and social interaction with their peers is very important.

With this in mind, we provide the children at our centre with a variety of activities, with varying degrees of structure. Through these activities and regular individual attention, we work towards developing a healthy self-image in each of the children.

Continual and open communication between parents and staff will help us to understand the kind of care you wish your child to have. Keeping the centre informed of your child's home situation would also assist us in understanding and providing for his/her individual needs.

Mary Kardash Child Care Inc. is licensed to serve families that live anywhere within the city of Winnipeg. As we are located in Luxton School, registration with Mary Kardash Child Care Inc. does not automatically ensure enrollment in Luxton School. Luxton School's first commitment is to children living in the Luxton School catchment area. Please speak to the Luxton School administration regarding the enrollment of your child/ren prior to registering with Mary Kardash Child Care Inc.

### **TABLE OF CONTENTS**

HISTORY  
PHILOSOPHY  
GOALS  
STAFF  
CODE OF CONDUCT  
PRE-SCHOOL/SCHOOL AGE PROGRAM  
PARENT INVOLVEMENT  
HOURS OF OPERATION  
ELIGIBILITY AND REGISTRATION  
FEES, SUBSIDY AND BILLING  
ARRIVAL AND DEPARTURE OF CHILDREN  
ATTENDANCE  
WITHDRAWAL  
LATE FEES  
ILLNESS  
MEDICATION PROCEDURE  
ACCIDENT PROCEDURE  
INTOXICATION POLICY  
OUTINGS AND TRANSPORTATION POLICY  
FIELD TRIPS  
OUTDOOR PLAY  
PERSONAL BELONGINGS  
SNACKS AND LUNCHES  
CHANGE OF INFORMATION  
STUDENTS AND VOLUNTEERS  
CONFIDENTIALITY

CHILD ABUSE  
DEVELOPMENTAL ASSESSMENTS  
PARKING  
FUNDRAISING  
SMOKING  
COMPLAINTS  
CLOSURES DUE TO INCLEMENT WEATHER/EMERGENCIES  
VIDEO/PHOTOGRAPHY/WEB PAGE

APPENDIX A – EVACUATION PROTOCOL  
APPENDIX B – LOCK DOWN PROTOCOL  
APPENDIX C – FLOOR PLAN  
APPENDIX D - BEHAVIOUR MANAGEMENT POLICIES  
APPENDIX E – GUIDELINE FOR COMMON DISEASES  
APPENDIX F – CIRRICULUM STATEMENT  
APPENDIX G – TECHNOLOGY POLICY

#### **HISTORY OF MARY KARDASH CHILD CARE CENTRE**

Mary Kardash Child Care Inc. began operation in September of 1991. The idea of having a Centre came from parents in the Luxton School area who saw a need. Originally the centre was called St. Cross Child Care Centre after the street near the school. In October of 1995 we were proud to re-name the centre after Mary Kardash who was an advocate for the needs of children and who also lived in the North End of the city.

For the first two years of operation the Centre was located in the Luxton Community Centre, however in 1993 Luxton School provided us with space to house the school age program and the pre-school program relocated to Main and Cathedral. In the summer of 1998 Luxton School again agreed to give us one room for the pre-school program and the centre moved in under one roof. In the summer of 1999 we were given another room to expand our preschool program. Mary Kardash Child Care Centre Inc. now has 37 pre-school spaces and 40 school age spaces.

#### **PHILOSOPHY**

We believe every child is a celebration and a wonder. It is our job as adults to make sure they know that. Children must be accepted exactly as they are, unconditionally, in order for them to grow and thrive. It is important that we accept and affirm all parts of who they are. That way, we can teach them what they need to know to be successful, satisfied children.

Our rich curriculum provides experiences to encourage children to develop creativity, self-confidence, and a positive self-image. They should also have the opportunity to solve problems, make choices and become independent.

Our Early Childhood Educators are loving and warm individuals who are trained in child development. They provide activities in response to the diverse needs and abilities within the community we serve. Early Childhood Educators encourage children to develop to their fullest potential.

We believe that children thrive in an environment of love and security and that the parent is the most important adult in the child's life. We encourage parents to be involved in all aspects of the centre.

## **GOALS**

- a) Protect and promote the psychological and physical safety, health and well-being of each child being cared for.
- b) Develop and maintain a warm, caring and responsive relationship with every child.
- c) Plan and provide daily experiences that support and promote each child's physical, emotional, social, communication and creative skills.
- d) Use a variety of observation techniques to identify children's skills, abilities, interests and needs and to evaluate the daily experience provided to the children.
- e) Establish and maintain open, cooperative partnership with each child's family that supports the family in meeting their responsibilities to the child.
- f) Strengthen the adults in the family in their roles as parents, nurturers and providers and empower them to act on their own behalf.
- g) Establish and maintain a collaborative, working relationship with supervisors, colleagues, assistants and alternates.
- h) Establish and maintain cooperative working relationships with other community services.

## **STAFF**

Our staff is dedicated to the care and well being of your children. The staff is made up of Early Childhood Educator II's and III's as well as Child Care Assistants. All have current 1<sup>st</sup> Aid and CPR and have been cleared with the Child Abuse Registry as well as have had a Criminal records check. The Centre encourages and supports Professional Development. Please get to know the people who care for your children while you are at school or work.

## **CODE OF CONDUCT FOR EARLY CHILDHOOD EDUCATORS**

### **Child Care Educators:**

- a) Promote the health and well-being of all children, staff will carry a first aid bag with them when leaving the room with children.
- b) Enable children to participate to their full potential in environments carefully planned to serve individual needs and to facilitate the child's progress in the social, emotional, physical and cognitive areas of development
- c) Demonstrate caring for all children in all aspects of their practice
- d) Work in partnership with parents, recognizing that parents have the primary responsibility for the care of their children valuing their commitment to the children and supporting them in meeting their responsibilities to their children
- e) Work in partnership with colleagues and other service providers in the community to support the well being of children and their families
- f) Work in ways that enhance human dignity in trusting, caring and co-operative relationships that respect the worth and uniqueness of the individual
- g) Pursue, on an ongoing basis, the knowledge, skills and self awareness needed to be professionally competent
- h) Demonstrate integrity in all their professional relationships

## **PRE-SCHOOL PROGRAM**

The preschool program accommodates children from the ages of two until they are ready to enter Grade one. The curriculum is based on a hands on, free choice approach to learning with a combination of theme based planning and emergent curriculum. The rooms are set up to cover play areas such as science,

literature, music, art, movement, dramatic play and fine motor and manipulative where children are free to choose an activity of interest to them. Field trips are an important part of our program and we plan a number of trips every year. The program schedules are posted on their bulletin boards.

The school age program is located in the “old gym” which is shared with Luxton School. The school age program is able to use the area between the hours of 7:00am -9:00am. Lunch time and 3:30pm-5:45pm. School age children may remain in the program until they turn 12 years of age. If they turn 12 during the school year they can stay with the program until the end of August. Summer months, in-service days and school holidays are the busiest for this program.

#### **PARENT INVOLVEMENT**

Parents are invited to participate in the Centre’s activities in many ways. For example, parents may volunteer, bring in creative art supplies for our art centres, share a special talent, or join our parent Board of Directors. We also invite parents to visit the centre at any time. Communication between parents and staff helps to foster a unified environment for the child.

The members of the corporation (all parents) elect the parent Board of Directors each October at the Annual General Meeting. Parents are encouraged to attend each year. The Board of Directors sets the overall direction of the centre and is legally responsible for what it does

#### **HOURS OF OPERATION**

7:00 a.m. – 5:45 p.m. daily

Parents who arrange to have their children remain in daycare for longer than 10 hours per day will be charged at a higher rate. Late pickup fees will be charged to anyone arriving after 6:00pm.

The clocks in the Centre are our standard time piece. The day care staff and all parents MUST BE off Luxton School premises by 5:45pm. LATE FEES WILL BE CHARGED TO ANY PARENT STILL IN THE BUILDING AT 6:00PM. If your child has not been picked up by this time and the Centre has not received notification from you, the emergency alternate person will be called. If we still have not made contact with a parent or alternate by 6:30pm child and family services will be called. This is why we need to have current phone numbers and lists of people who would be willing and able to pick up your child/ren in an emergency. LATE FEES OF \$20.00 PER CHILD PER CHILD FOR EVERY TEN-MINUTE INTERVAL WILL BE CHARGED BEGINNING AT 6 PM. Payment of the late fee is paid directly to the staff member that has remained in the Centre caring for your child. Your child will not be accepted back into the Centre until the late fee has been paid in full. If there is a second occurrence of a parent arriving late to pick up their child, the director reserves the right to discharge the family from day care services.

#### **ELIGIBILITY AND REGISTRATION**

Mary Kardash Child Care Inc. preschool program welcomes all children to our preschool program who are two through six years of age and are developmentally ready for a group setting. We will include challenged children based on the supports and resources we can provide: a written assessment is required before enrollment to review the needs of the child. A decision is made based upon the available resources and programs for that child. Preference will be given to families who need full time day care (4 more hour/day). If there is a waiting list first priority will be given to families with children already attending Luxton School.

Enrolment into our preschool does not guarantee enrolment into our school age program. Enrolment for school age is separate and prioritized based on initial enrolment date.

Enrollment forms must be completed with the Director BEFORE the child is admitted. We also recommend that your child visit the centre with you before the child enrolls to become familiar with his/her new setting. Upon enrolment into the Centre a registration fee of \$25.00 must be paid. A deposit fee is also charged. This fee is based on half of your monthly fee charges. This fee is based on child Care subsidy approval or full fees. Both the deposit fee and registration fee MUST be paid before your child's first day in the Centre.

### **FEES**

Subsidy, from the government, is available to parents. Forms are available at the Centre. It is advisable that parents apply for subsidy as soon as they are notified that a space has become available. Subsidy is given to parents according to income and demonstrated need. They are examined and assessed by the Day Care Office (945-2197). Subsidy application can be applied for on line through the web site located <http://www.gov.mb.ca/childcare> and click on Child Care Subsidy. While subsidies are being assessed, parents are responsible for paying the full cost of childcare fees. Once subsidy has been approved adjustments will be made to your account.

Upon approval of subsidy you will be notified by mail from the day care office. The approval letter will notify you of your fees, the number of allowable absence days and when your subsidy will expire.

### **Should you exceed your allowable absence days you will be responsible for the full cost of child care fees which is set by the Provincial Government.**

Upon enrollment, hours of care will be determined. The hours of care will be based on the parents work or school schedule and will allow travel time to and from work or school. We require parents to pick up their child (ren) and to be considerate of these times as staff shifts are based on the needs of all of the families.

Parents will be required to pay for their space whether their child is here or not. This ensures that there is a space for your child.

An invoice for each four-week billing period will be sent out on the first day of the billing period. Please pay by cheque, cash or e transfer. Any parents choosing not to make payments via e transfer may do so by cash or cheques. Bank deposits will be made bi-weekly.

All parents/ Foster parents/Guardians are responsible for any fees invoiced. We do not bill any outside agencies.

**Your account MUST always be at a zero balance at the end of each billing period. Late fees will be applied to every account with an outstanding balance moving into the next billing period. beginning the following Monday, a \$10.00 late charge is applied every day up to 5 days. On the 6<sup>th</sup> day, you will be discharged from the centre. You child care space will be held for no longer than 2 weeks in an effort to allow you to clear up your account reaccepted after payment your account must remain at a zero balance at the end of each billing period to remain in the centre. Any delinquent account which failed to comply will be sent to collections after 30 days of discharge.**

A \$25.00 charge will be assessed for all NSF cheques.

Mary Kardash Child Care Inc. has established a **holiday policy**

Mary Kardash Child Care Inc. will honor all holidays recognized by the Provincial Child Day Care Office or Custodial holidays and parents will be billed even though we are closed on these days.

### **11. ARRIVAL AND DEPARTURE OF CHILDREN**

**Arrival:** an adult must accompany each preschool child into the centre, and make staff aware they are present. Verbal contact with a staff must be made.

**Departure:** When parents pick up their children, they must alert the staff member of their leaving. Verbal contact must be made. After that point, the centre is not responsible for the child.

A child will only be released to a parent or guardian. Arrangements may be made to allow another adult to pick up the child providing we receive prior written or verbal permission. A telephone call is acceptable if we can identify the parent's voice on the telephone. Identification may be required when the person comes to pick up the child. Anyone picking up a child must be thirteen (13) years of age or older.

Parents are responsible for delivering and picking up their children, unless prior arrangements have been made with the Executive Director. If someone other than the parent is picking up the child, the staff must receive notice each time. A phone call will be accepted ONLY IN AN EMERGENCY. The staff will not release your child without prior notification. Help your child understand that he or she cannot leave the centre without your written approval.

The centre assumes responsibility for the care and well being of children once the verbal contact between the parent and Early Childhood Educator has been made. The centre relinquishes the responsibility of the child once the parent enters the centre and verbal contact has been made between the parent and Early Childhood Educator.

## **12. ATTENDANCE**

Children must be in attendance daily by 10 a.m. We have this rule so that the children can fully participate in our program. If for some reason you are unable to arrive to the centre at 10 a.m. please call the centre.

Once your child has been accepted into our centre it is important to keep regular attendance. Provincial subsidy paid to the centre is based on how many days your child attends the centre. Once your subsidy has been approved through the Day care Office, you will receive a letter from the province indicating if you have a parent portion, how much it will be, when your subsidy expires, and how many allowable absent days they have approved for your child.

**Should you exceed the allowable absent days, you will be responsible for the full cost of day care, which is presently \$18.80/day.**

Upon enrollment, the Director will ask the parent what his/her hours of care will be. This will be based on the parent's work or school schedule, and allow for ½ hour of travel to and from work. We require parents to come directly from work or school to pick up their child, and to be considerate of these times as staff shifts are based on the needs of the family.

**Attendance of children on a special needs basis works best with a balance between child care and home. Consistent with a child centred approach; we would like to establish a mutually beneficial timetable with the optimum schedule to have consistent hours of 9:00 a.m. to 3:00 p.m. daily.**

## **13. WITHDRAWAL**

Two weeks paid notice must be given upon withdrawal of the child.

## **14. LATE FEES**

Late pickup fees will be charged to anyone still on the premises at 6:00 p.m. The clock in the school age program is our standard time piece. At 6:00 p.m. the emergency alternate person will be called. Between 6:30 and 7:00 p.m., if there has still been no contact from the parent or communication with an emergency alternate, Child and Family Services will be called. This is why we need to have current phone numbers and lists of people who would be willing and able to pick up your child in an emergency.

Late pickup fees are assessed after closing. Please ensure that you arrive to pick up your children and are out of the centre before closing time. Payment of the late fee is paid directly to the staff member who has remained in the centre caring for your child. Your child will not be accepted back into the centre until the late fee has been paid. This fee is calculated at \$20 for every 10 minutes or portion thereof per

child. If there is a second occurrence of a parent arriving late to pick up their child the Director reserves the right to discharge the family from day care services.

## 15. ILLNESS

For the protection of other children and staff, sick children should not be sent to the centre. Any child who is too sick to participate in any indoor or outdoor activities must not be at the centre.

If your child has any communicable disease (see Appendix B) such as strep throat, mumps, chicken pox, please report it to the centre so that we can notify other parents. Staff has the right to deny care to any child who they feel is too sick to be at the centre. Public Health regulations take priority in any communicable disease situation, as we **MUST** follow prescribed procedures. They may not necessarily concur with your doctor's advice.

A fever is the body's way of fighting off infection or virus. Therefore, it is imperative for the protection of all children and staff, that a child with a fever or a child who has had a fever within 24 hours not attend Mary Kardash Child Care Inc. Children must be clear of fever for 24 hours or must know of and be able to relay the cause of the fever to staff before the child will be allowed to stay at the centre.

If your child should become sick while at the centre exhibiting signs of communicable disease, illness, or has a temperature over 38 degrees Celsius (100 degrees Fahrenheit), parents will be called to pick up their child as soon as possible. It is advisable to arrange with an alternate person who could pick up your child in your absence. Should the parents be unreachable, the alternate contact will be called.

## 16. MEDICATION PROCEDURE

A child on medication may return to the centre if they are well enough to fully participate in the program. This includes playing outdoors. Staff will give prescription medication only.

Parents will be given a medication form to fill out and sign. Medicines must be in the original container with the specifics clearly marked (name, dosage, etc.). It is advisable that parents request two containers (one for home and one for the centre). One staff person will be assigned to administer the medication.

## 17. ACCIDENT PROCEDURE

We take every effort to reduce the possibility of accidents and injuries at Mary Kardash Child Care Inc. By their nature, children are curious and sometimes take risks. Any minor injury will be reported to parents via an accident report form. Any major injury requiring medical attention will be handled as follows:

NOTE: The staff reserves the right to make the judgment as to which procedure will be followed depending on their perception of the severity of the injury.

Note: Parents will be responsible for the cost of the ambulance and for the staff's transportation back to the centre.

## 18. INTOXICATION POLICY

The staff will not release any child to a person, who, in the staff's opinion, is under the influence of drugs or alcohol. An alternate contact will be made. If at any time individuals become uncooperative, staff will notify the Police and Child and Family Services. Such actions are taken to protect the child.

## **19. TRANSPORTATION POLICY**

From time to time, children will leave the centre on walks and/or to local parks. A blanket permission slip will be provided upon enrollment. When children leave the centre by public transport, or by rented bus, parents will be notified 24 hours in advance and must provide written approval on each permission slip.

Transportation of children in staff or volunteer vehicles is permitted in circumstances due to inclement weather or an emergency (as assessed by the staff). Mary Kardash Child Care Inc. will adhere to the provincial and federal legislation regarding the safe transportation of children in staff or volunteer vehicles. This includes:

- the use of seat belts for children who are at least 5 years of age or 50 pounds in weight.
- the use of infant and child car seats for children less than 50 pounds.
- the use of an approved booster seat which may be used for children between 40 and 50 pounds.
- the proper installation of forward-facing child car seats, using a tether strap and,
- the placement of rear-facing infant seats in the backseat of vehicles.

When a vehicle is equipped with an air bag, children should not be transported in the front.

Mary Kardash Child Care Centre Inc. staff will escort Nursery to Grade 3 children to their classrooms in Luxton School. Grade 4-6 children are dismissed once the bell rings at 8:50 am to join in their classroom lines with their teachers. Grades 1-3 children are walked to their classroom and centre staff relinquishes responsibility of the children to the classroom teacher upon arriving and greeting the classroom teacher in the mornings. After lunch the same process is followed with the grade 4-6 children joining their teachers and the N-Grade 3 children being escorted to their rooms by centre staff. Centre staff relinquishes responsibility of the children to their classroom teacher upon arriving and greeting the classroom teacher in the afternoon.

### Parents Responsibility:

1. School age children must be accompanied by an adult into the centre. Parents must be sure to make contact with the staff so staff is aware the child is present.
2. Be sure to inform the staff if your child will not be attending the centre at any time during the day.
3. Please inform staff upon leaving the centre.

### Centre's Responsibility:

1. Staff will sign in your children once contact is made to verify that the centre has taken responsibility for your child.
2. Children MUST make staff aware when they are leaving the room ie: to go to the bathroom. Staff is responsible for keeping track of children's whereabouts while they are in our care.
3. Once children are signed out they are no longer the responsibility of the centre.

### School Responsibility:

School staff will walk children from Grade 1-3 down to day care where they relinquish responsibility to centre staff upon greeting them. Grade 4-6 children are dismissed when the bell rings to come down to day care on their own.

## **20. FIELD TRIPS/OUTINGS**

When a field trip is planned which involves public transportation or rented bus, a posting will appear on the entry door. We visit St. John's Park often, so you may want to drive past the park first.

Please initial beside your child's name to indicate that you are aware that your child will be away from the centre. Staff will accept verbal permission by phone accepted when your initials have been forgotten. This includes trips beyond neighborhood walks and visits. Although our centre fundraises to cover the cost of most fieldtrips, there may be times when we ask parents to help cover the cost of the fieldtrip.

Ratios of staff and children are usually lower than normal, and parents are encouraged to volunteer to assist on trips. Ratios according to Manitoba Child Day Care Office for preschool children 1-8, for school age children 1-15.

If a parent does not wish their child to attend a field trip, they must make other arrangements for care, as all available staff will be going on the trip.

Notice of the group's whereabouts will be posted on the door (ie. preschool playground) if everyone has left the building.

On all outings/field trips staff will take an emergency 1<sup>st</sup> aid bag. This bag will consist of all emergency contact info for parents, first aid kit, a list of all children in attendance on trip.

Staff will conduct head counts regularly. If travelling by school bus or transit a head count will be taken before getting on the bus and again once the children disembark from the bus. If groups are separated into smaller groups staff will each have a list of the children in their group as well as a first aid bag. Staff will keep in touch with each other either through the use of cell phones or walkie talkies.

## **21. OUTDOOR PLAY**

We play outdoors every day provided the temperature is higher than -26 degrees Celsius, and the wind chill is less than 1600. Therefore, we request that parents send children in weather appropriate clothing. The UV index will be a factor in the length of time spent outdoors in the summer. Hats and sunscreen are needed. Luxton Community Centre has a wading pool that we use frequently. Please be sure your child has a swimsuit and towel available in the centre.

## **22. PERSONAL BELONGINGS**

Lockers are provided for preschool children. Mary Kardash Child Care Inc. is not responsible for missing or lost items. **PLEASE LABEL EVERYTHING!** Children who nap will have their blankets sent home on Fridays for laundering. Please return them on Mondays.

**We encourage parents to provide an extra set of clothing for children of all ages everyday (i.e. socks, underwear, pants or shorts, T-shirts, sweatshirts, and an extra pair of mittens in the winter). As we do not maintain a supply of extra clothes, parents will be called to bring extra clothes if they are needed.**

We discourage children from bringing toys from home unless it is a special comfort toy. This will avoid damage or loss of favorite toys. **VIOLENT TOYS WILL NOT BE PERMITTED IN THE CENTRE.** Frequently we may have a "show and tell" day, when children can bring in a non-violent toy that will be kept in their locker until show and tell time.

## **23. SNACKS AND LUNCHES**

**Snacks:** We provide two nutritious snacks each day according to the Canada Food Guide. Each snack includes three of the four food groups to meet the nutritional needs of children.

**Lunches:** Parents must provide lunches that are “ready-made” as the staff will not heat meals.

This allows staff to promote a positive mealtime atmosphere by having more time to:

- 1) Facilitate conversation with children,
- 2) Encourage positive interactions,

And, monitor food for health and safety reasons.

### **OUR CENTRE IS A PEANUT FREE FACILITY**

Any items containing peanuts or peanut products will be sent home unopened. If staff must provide a lunch for your child, you will be charged \$5.00.

### **CHANGE OF INFORMATION**

Parents are responsible for providing the centre with up-to-date, accurate information. **We are not responsible for any occurrence that develops from inaccurate information.** Please help us keep our files up-to-date and accurate.

Parents are encouraged to keep a note in their wallets noting that their child is at Mary Kardash Child Care Inc. with phone numbers so that in the event of illness or accident, the authorities may contact us.

### **STUDENTS AND VOLUNTEER**

From time to time Mary Kardash Child Care Inc. welcomes students and volunteers to assist our Early Childhood Educators in the development and implementation of our program. They are not included in the ratios as a staff member and will never be left alone with children.

### **CONFIDENTIALITY**

Mary Kardash Child Care Inc. will not release information about families and children enrolled in our centre to anyone. Confidentiality is followed in order to respect families' privacy. Any family who leaves our Centre with outstanding fees will be sent to collections, issues will be shared with the appropriate people or agencies.

### **CHILD ABUSE**

Regulation: Early Childhood Educators, who if in the course of his/her profession or official duties, have reason to suspect that a child has suffered or is suffering from abuse, must report the suspected abuse to Child and Family Services.

### **DEVELOPMENTAL ASSESSMENTS**

If the Early Childhood Educators have reason to believe a developmental assessment is required, a parent will be contacted for permission. If you as the parent have concerns about your child's development, we would encourage you to speak with us directly. This will allow for the staff to focus their observations and begin a referral if it appears to be necessary.

### **EVACUATION AND LOCK DOWN PROCEDURE**

We follow the guidelines set by the Winnipeg One School Division. You will find an outlined evacuation procedure posted in each room. Please familiarize yourself with these procedures because parents must also evacuate the building in the event of an alarm sounding. During a lockdown, entrances to the school will be locked and there will be no contact made by telephone. Doors will not open until it has been determined that the school and all occupants are safe.

### **PARKING**

Parents are encouraged to park on Luxton Ave., when dropping off their children. Parking is also available on the West Side of the blue garbage bin. **Never** park on the East Side of the blue garbage bin. This space is paid for by and has been designated for employees of Luxton School.

### **SMOKING**

Winnipeg School Division #1 is a smoke free space. Please refrain from smoking on the school property, including the playground.

### **COMPLAINTS**

If a parent/guardian has a concern about the conduct of another child or parent of Mary Kardash Child Care Inc. they should first speak to a staff member. If the concern involves a staff member they should speak to the Centre Director. If the matter has not been resolved to the satisfaction of the parent by the centre Director they may put these concerns in writing to the Board of Directors of Mary Kardash Child Care Inc. If the matter is still not resolved to their satisfaction, then they may contact the Day Care Co-ordinator from the provincial Day care Office.

### **PROPER PROTOCOL**

STAFF > DIRECTOR > BOARD > DAY CARE OFFICE

### **CLOSURES DUE TO INCLEMENT WEATHER/EMERGENCIES**

The decision to close the child care centre rests with the School Board. The centre will be closed if the Winnipeg School Division #1 has closed Luxton School. If Luxton School is closed then the Day Care programs will also be closed. Please listen to any radio station for more information on school closures. If a decision to close is made during the hours children are in our care, parents or alternate caregivers will be contacted, and announcements will be made on the radio regarding closure and any further instructions.

### **VIDEO/PHOTOGRAPHY/WEB PAGE**

From time to time photographs or videos of children will be taken by staff to celebrate the fun the children are having. Your signed permission slip on the enrollment form will identify your wishes upon registration. Mary Kardash Child care Inc. has also developed a Webb page for public viewing. You will be required to authorize your child's participation upon enrollment.

## **Summary**

In summary, we have provided an enrollment form, which includes an agreement for parents to sign. It states that you have read, understood and have agreed to comply with the policies of Mary Kardash Child Care Inc.

We are pleased that you have chosen Kardash Child Care Inc. for your child's Centre.

## **PRESCHOOL BEHAVIOUR MANAGEMENT POLICY**

The emphasis at Mary Kardash Child Care Inc. is on helping children become responsible members of the community, being the best they can be. We use a variety of proactive/preventative strategies to help children become self-directed and self disciplined. Mary Kardash Child Care Inc. supports the goal of fostering respect for us, for others, and our environment. We count on parents understanding and support for our efforts to guide your child/children in a safe, happy and dignified environment.

Disciplinary action will take the form of positive guidance, re-direction, and the establishment of well-defined limits, and will occur at the time of the incident. In accordance with the licensing standards of the COMMUNITY CHILD DAY CARE STANDARDS ACT, the centre "will not permit, practice or inflict any form of physical punishment, verbal or emotional abuse or denial of physical necessities of any child in attendance". Parents and alternate caregivers are expected to follow this policy when picking up and dropping off their child.

A serious disciplinary problem in our program is defined as one in which a child is hampering the smooth flow of the program by; requiring constant one on one attention, is verbally abusing staff, disregarding staff authority, or is otherwise unable to conform to the rules and guidelines of the program.

We will encourage children to problem solve on their own and will assist them by providing alternatives to aggressive or negative behavior. We will guide children to be responsible for their own actions, to help children grow in their respect for the rights and feelings of themselves and those around them.

### **We will use the following methods of direct and indirect discipline:**

1. Redirecting (suggesting an alternative activity/space)
2. Using positive statements ("I need you to sit on the chair" instead of "stop standing on the chair")
3. Choices and logical consequences (i.e. lose the privilege of the activity for the day)
4. Reasoning
5. Using positive feedback ("way to go", "good for you", "keep up the good work")
6. An age appropriate time out will be used as a last resort (i.e. when a child who is physically hurting themselves, another person or their environment)

If a serious disciplinary problem is continuing even though staff has tried the above methods of discipline, parents will be contacted at which point the behavior will be discussed. A plan will be

developed and implemented. The parents may be asked to provide permission to contact Child Day Care as well as a similar referral agency such as Child Development Clinic, Child Guidance Clinic etc.

Once all other options have been exhausted, and the behavior continues, the parents will be asked to keep their children at home for a few days until they are ready to cooperate. If the behavior still persists, parents will be given one week's notice to find alternate care for their children.

## **Guidelines for Control of Some Common Communicable Diseases in Child Care Centres**

### **DISEASE**

**CHICKEN POX**

### **CASE MANAGEMENT:**

### **EXCLUSION AND READMISSION TO THE CHILD CARE CENTRE**

A child can attend the centre as long as he/she feels well enough to participate in the full program.

**DIPHTHERIA**

A suspect must be excluded until case is excluded until 2 negative cultures taken at least 24 hours apart after cessation of antibiotic. Must have clearance from Health Authority to return to the centre.

**EPIGLOTTITIS**

Same as for Hemophilia Influenza Meningitis

**HEPATITIS A**

Exclusion during first week of illness and for 1 week after onset of jaundice.

Notify Health Authority promptly

Exclusion until diarrhea and vomiting have cleared in all cases

Same as Shigella

Same as Shigella

Exclusion while they have diarrhea

Urgent notification of Health Authority

### **INTESTINAL INFECTIONS:**

**DUE TO SALMONELLA**

Same as Shigella

**CAMPYLOBACTER**

Same as Shigella

**DUE TO GIARDIA LAMBLIA**

Exclusion while they have diarrhea

**MENINGITIS**

Urgent notification of Health Authority

**DUE TO HEMMOPHULUS**

Exclusion while ill

**INFLUENZA B**

Exclusion while ill

**DUE TO MENINGOCOCCUS**

Urgent notification of Health Authority.

**RED MEASLES (RUBEOLA)**

Exclusion for at least 5 days after

appearance of rash

Exclusion for 2-3 days until rash and symptoms have disappeared. All pregnant contacts must be notified

Exclusion until swelling has disappeared

Exclusion for 3 weeks after onset of disease one week after starting appropriate antibiotic therapy

**GERMAN MEASLES (RUBELLA)**

Exclusion until patient has been under appropriate

antibiotic treatment for 24 hours

**MUMPS**

Exclusion until swelling has disappeared

**PERTUSSIS (WHOOPING COUGH)**

Exclusion for 3 weeks after onset of disease one week

after

**SCARLETT FEVER/STREP THROAT**

**SKIN INFECTIONS:**

***SCABIES***

Exclude while under treatment

***PEDICULOSIS***

Exclude while under treatment

***RINGWORM***

Exclude while under treatment

***IMPETIGO***

Exclude while under treatment

***CONJUNCTIVITIS (PINK EYE)***

Exclude until under treatment and until any discharge has stopped

**FLU AND FLU-LIKE INFECTIONS**

Exclude while sick

