

# Pinkham Day Care Inc.

## Early childhood Education program

It is our primary mission to help every child develop life skills which will support them through their daily experiences. Our play based curriculum encourages spontaneous teachable moments that provide each individual, inclusive to all abilities the opportunity to succeed.

- A) Code of conduct
- B) Inclusion policies
- C) Parent policies

Revised 07/25/2012

## Pinkham Day Care Inc. Early Childhood Education Program

### Code of Conduct

We strive to provide a safe, caring learning environment for staff, children and families. The center should be a place where parents feel welcomed and comfortable in leaving their children, and the children feel secure and enjoy spending time. The staff will work with each family to provide children with a quality program.

The center recognizes the importance of seeing children as individuals with their own needs. We will assist each child in developing a strong sense of self-esteem and positive social behaviours.

We believe that children learn most effectively through play. We will provide the children with a wide range of play opportunities that will encourage their social, emotional, intellectual, and physical development.

The Early Childhood Educators provide guidance for the children in making their play choices, facilitating the children's play. Each child is given equal opportunity to participate in both group and independent play.

We believe it is important for children to make independent choices regarding their play situations.

The center is set to be free flowing and spontaneous, however some routine and structure is necessary for program stability. The center tries to maintain a flexible environment where children are encouraged to grow and learn independently according to their individual interests and development levels. In accordance with Manitoba Child Day Care Regulations our Staff to child ratios are as follows:

Infants: 1 staff~ 4 infant children.

Preschool: 1 staff ~ 8 preschool children.

School age: 1 staff ~15 school age children.

We follow these Guiding Principles:

**BE RESPONSIBLE** *We are responsible for our actions and words. We treat others as we want to be treated. When we make a mistake, we make amends rather than excuses.*

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

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

In order to achieve the above, it is imperative that each and every individual who is associated with our Facility abides by this Code of Conduct and conducts him/herself in a respectful manner. This includes licensees, owners, directors, managers, all other employees, children, parents, guardians, caregivers, and family members of children enrolled with our Facility. It also includes members of the Board of Directors and anyone else involved with our Facility. This includes, but is not limited to:

- Therapists, professionals/para-professionals
- Volunteers
- Practicum students
- Contractors/maintenance service providers
- School personnel
- Licensing coordinators and inspectors
- Courier drivers

We will actively strive to create and maintain an environment that supports the health, safety and well-being of everyone associated with our Facility by employing pro-active strategies and appropriate policies and procedures. This includes:

- Developing positive relationships, including making time to talk and listen
- Establishing clear, consistent, simple limits and stating limits in a positive way
- Providing explanations for limits, rules, procedures and policies
- Role-modeling and encouraging appropriate behaviour
- Working together in partnership to solve problems
- Having realistic and developmentally appropriate expectations for behaviour
- Ensuring our environment, our program and all materials used in our program meet the needs and interests of children and others associated with our program, and that they encourage appropriate behaviour and reduce the potential for inappropriate behaviour
- Establishing consistent, yet flexible schedules and routines that help children gain trust, security and self control

We recognize the varying developmental capabilities of children and understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for appropriate behaviour and consequences for inappropriate behaviour.

The following behaviours are unacceptable and will not be tolerated:

- All forms of bullying (physical, verbal, emotional, social or cyber-bullying including comments, actions or visual displays that are intentional, hurtful and repetitive. ( *included examples i.e. hitting, pushing, name-calling, mocking, excluding someone, spreading rumours or gossip either in person or by using social networking internet sites, public networking/ file sharing sites or any other type of internet website*)
- Harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome (*included examples i.e. touching, name-calling, offensive jokes, yelling, etc.*)
- All forms of abuse ( sexual, physical, or psychological) including verbally, in writing or otherwise
- Discrimination against any person or group because of their race, colour, ancestry, nationality, place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital or family status, source of income, political belief, and physical or mental disability
- Actions that put another person at risk of harm including violent physical acts (with or without a weapon) and threatening someone
- The inappropriate use of technology, including e-mail, the internet and other technology, in keeping with the Facility's policy on the use of technology.

Individuals found breaching the Code of Conduct or for displaying any form of inappropriate behaviour as outlined in this Code will be subject to disciplinary action. The disciplinary action and resulting consequences will depend on the severity, the nature, the circumstances, and the frequency surrounding the inappropriate behaviour. The Facility recognizes the importance of ensuring any consequences are pre-planned, fair, consistent and, in the case of children, based on the level of a child's development. We also recognize that consequences should be an opportunity to learn, not only one of discipline. In keeping with this, we will ensure, whenever practicable, that any resulting consequences are based on discussion and a cooperative approach and that they provide opportunities for the person to change his/her behaviour. In the case of Staff\*, Practicum students, volunteers or other adults associated with our Facility, typical steps will include:

- Reminding individuals of expectations and limits
- Giving a verbal or written warning outlining concerns and the consequences if the inappropriate behaviour continues
- Suspension
- Dismissal
- Prohibiting individuals from being on the premises

In the case of children participating in our program, typical steps will include:

- Reminding children of expectations and limits
- Expecting family members to engage in discussions related to their child's inappropriate behaviour and/or developmental concerns
- Having a meeting to discuss concerns and to develop an action plan for the future
- Developing a written contract (in the case of older children) outlining specific expectations and consequences
- Giving a written warning outlining concerns and the consequences if the inappropriate behaviour continues
- Suspending or withdrawing child care services because of a child's or family member's behaviour
- Accessing outside resources (i.e. Child and Family Services, Mediation Services, therapists etc.)

This code of conduct sets out the expectations for respectful behaviours within our facility and is meant to assist in maintaining a safe, caring learning environment for all who participate in our program.

I \_\_\_\_\_ have read and agree to abide by this policy and am aware of the consequences for breach of this policy.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# **Inclusion Policy**

## **Inclusion Statement**

Pinkham Day Care Inc. accepts children of all abilities, we offer internal and accommodate external supports to provide for full inclusion based on the child's physical, cognitive, social and emotional needs. We regulate the environments inside and out so that our children may move freely and direct their play based on their individual spontaneous choices. We adjust our daily schedule as directed by our children's developmental abilities.

## **Access to Services**

All families requesting care are placed on our waiting list in order of the time and date of their request for care. The waiting list shall note the parents name and contact information, the child's date of birth and information pertaining to the child's developmental abilities. Upon a vacancy in the program families will be called in chronological order. The hiring of Inclusion Early Childhood Educators is determined by the availability of Manitoba's Child Care Program Inclusion Support Services Grant.

## **Child Care Services**

Pinkham Day Care Inc. in partnership with parents/guardians and the Manitoba Child Care Program's Inclusion Support Services will provide the most appropriate form of accommodation that respects those involved and is a meaningful response to the developmental needs of the child. This includes adapting environments, schedules, routines and staffing considerations. Individual program plans (IPP) will be developed for children with assistance from the stake holders (the parents, the Early Childhood Educators, the Developmental Specialists, the School liaison, and assorted agency support specialists) on an annual basis to ensure accurate developmental goals. We will respect and value the input from the family and encourage them to be an active part in the child's day. Both the Centre and the family will advocate for the child's benefit. In adherence with the Transition Policy, confer with the school of choice one year prior to transition to communicate the child's needs.

## **Human Resources**

Pinkham Day Care Inc. advertises our vacant positions internally and externally based on the needs of the organization. Candidates are selected by the needs of the current climate within the centre, combined with the candidates prospective skill set focusing on maintaining the positive behavioral structure.

We will provide the most appropriate form of accommodation to ensure meaningful participation in the organization.

ECE's are required to participate in a minimum of 16 hours of professional development annually including inclusion education. Specific Medical training will be conducted by licensed registered Health Care Professionals annually. All ECE's are required to be adequately informed on the needs of every child in the program, and be able to carry out individual program plans.

## **Definition**

In this policy,

"Accommodation" means equipment materials supplied; structural changes or adaptations to the facility, equipment and outdoor play spaces, the hiring and training of necessary staff to enhance care in the program; adaptations to the daily schedule and routines to promote full participation of all children.

## **Centre Philosophy**

The center should be a place where parents feel welcomed and are comfortable in leaving their children, and the children feel secure and enjoy spending time.

The center should recognize the importance of seeing children as an individual with their own needs. We will assist each child in developing a strong sense of self-esteem and positive social behaviors.

We believe that children learn most effectively through play. We will provide the children with a wide range of play opportunities that will encourage their social, emotional, intellectual, and physical development.

The Early Childhood Educators provide guidance for the children in making their play choices, facilitating the children's play. Each child is given equal opportunity to participate in both group and independent play. **In accordance with Inclusionary ideology expectations and techniques for each individual are adjusted to accommodate each individual's developmental abilities throughout all aspect of the child's daily program.**

We believe it is important for children to make independent choices regarding their play situations.

The center is set to be free flowing and spontaneous, however some routine and structure is necessary for program stability. The center tries to maintain a flexible environment where children are encouraged to grow and learn independently according to their individual interests and developmental levels. In accordance with Manitoba Child Day Care Regulations our Staff to Child ratios are as follows:

Infants: 1 staff ~ 4 infant children.

Preschool: 1 staff ~ 8 preschool children.  
 Schoolage: 1 staff ~ 15 schoolage children.

## **Behaviour Management Policy**

When providing behavioral guidance for a child we always attempt to maintain the child's sense of self as we guide them through developing appropriate behavior. **Our basic rule is that people and property must be respected.** In accordance with **Inclusionary ideology expectations and techniques for each individual are adjusted to accommodate each individual's developmental abilities throughout all aspect of the child's daily program.**

When the situation presents itself that discipline is required, the child is informed why their behavior is unacceptable. They are given the opportunity to express their feelings about the situation. If required, the staff will offer the child a clear and reasonable choice of methods to solve the behavioral difficulty.

Repeated unacceptable behavior will result in the child being redirected to a different play area. The staff will always clearly attempt to identify the unacceptable behavior to the consequence.

Hitting, grabbing, pushing, or any physically aggressive behavior is always considered to be inappropriate behavior. The children are encouraged to use words to solve problems. If a child is having trouble resolving the problem with words a staff will assist them in verbally resolving the situation.

In accordance with the Manitoba Child Day Care Office standards, we will not permit practice or inflict any form of physical punishment, verbal or emotional abuse, or verbal denial of physical necessities for any child in attendance. Physical punishment includes striking a child either directly or indirectly with an object, shaking shoving or spanking. It also includes forcing a child to repeat physical movements, force-feeding or any other action carried out which results in physical injury to the child. Verbal or emotional abuse includes any harsh, belittling or degrading response by an adult in the Centre, which would undermine a child's self respect.

It is very important that each child is given the opportunity to express him/herself in a socially acceptable manner. All people must be responsible for their own actions. Children must maintain a feeling of self worth in developing appropriate behaviour.

### WE WILL:

- a. Encourage the children to "use words" when they feel anger or frustration and find out what the problem is.
- b. Help the child work out an acceptable way to handle a situation. When required we can offer choices to help a child decide.
- c. Redirect the children to alternate activities.
- d. On occasion a child may be removed from the play area. This occurs when s/he is hurting others or needs time to cool down. The child will sit away from the group until s/he is ready to interact cooperatively.

### THE CHILD CARE PROFESSIONAL WILL:



- a. Talk to the child at his/her eye level.
- b. Use positive guidance when interacting with the children instead of "NO" and "DON'T".
- c. Speak in a fairly quiet manner.
- d. Let the children know when a change of activities will occur.

**WE DO NOT:**

- a. Inflict and will not tolerate any form of physical, emotional, or verbal abuse by parents or staff toward any individual.
- b. Deny the child of a physical necessity. This includes: food, shelter, clothing and toileting.

If there is an ongoing problem, (representing a threat to the well-being of the other children) which cannot be resolved, then:

- a. The day care will meet with the parents to discuss the documented problems, and the steps the ECE's have taken to try to resolve the problem. The documented observed results of the intervention strategies used will also be discussed. A plan of action will be developed with the parents to be cooperatively carried out.
- b. The Director will be responsible for the analysis of personnel and the child's interaction with them to ensure that personalities are not clashing.
- c. The Director will present all the above information to the Board for discussion and information. The Director will make recommendations to the Board concerning the child's placement. All avenues of support will be given.
- d. Should the Board not agree with the Director's recommendation, the Board will then suggest appropriate steps to be taken with time lines for improvement of behaviour. Failure to see a change in behaviour will result in a request that the parents find alternate care arrangements.

**ANYONE HAVING CONCERNS REGARDING THE BEHAVIOUR OF A CHILD, PARENT OR A STAFF MEMBER SHOULD IMMEDIATELY CONTACT THE DIRECTOR OR A MEMBER OF THE BOARD.**

**IN SEVERE SITUATIONS A BEHAVIOUR CONTRACT WILL BE DRAWN UP BY THE DIRECTOR AND MUST BE SIGNED BY THE PARENT/GUARDIAN. FAILURE TO COMPLY WITH THE CONTRACT MAY RESULT IN THE TERMINATION OF CARE BY THE CENTRE.**

## **Hours of Operation**

The day care is open from Monday through Friday, with the exception of statutory holidays. Parents must have their children out of the centre by 5:30 p.m. or an additional fee will be charged according to day care policy (see Late Fees).

Children CANNOT be left at the center before 7:00 a.m. If the staff is in the center before 7:00 a.m. it is for preparation.

It is beneficial for the child to arrive at the center before 10:00 a.m. to take advantage of a well-rounded program. It is the parent's responsibility to escort the child to the group's location if the child arrives after 10:00 a.m.

Please remember that a day at the center for your child is equivalent to your day at work. Nine hours is a long working day. Children need time with their family.

## **Registration**

An interview with the Director must occur before a child is enrolled. Child information forms and consent/agreement forms must be completed and returned before a child may attend day care.

## **Attendance**

- a. Registration forms for each child must contain accurate and up-to-date information. Please inform staff immediately of any changes. (I.e. telephone numbers, people allowed to pick up your child etc.) Up-to-date information is essential in case of an emergency. You must also notify the Child Day Care Office at 945-2197 of any changes in (subsidized only):
  - i. Employment (termination or new employment)
  - ii. School (enrollment or withdrawal)
  - iii. Income (increase or decrease)
  - iv. Marital status
- b. Please inform the center before 10:00 a.m. if your child will be absent. We ask that parents notify us of any communicable diseases such as measles as we must notify public health and the other parents.
- c. Please notify the center 2 weeks in advance if you know your child is going to be away for holidays, so we can change staff schedules if necessary.
- d. Children must be escorted in and out of the center. Please make sure that the staff is made aware of your child's arrival or departure.
  - i. Infants (12 weeks to 2 years) must be accompanied by someone 16 years of age or older
  - ii. Preschoolers (2 to 6 years) must be accompanied by someone 12 years of age or older
  - iii. School Age (6-11 years) must be accompanied by someone 12 years of age or older
  - iv. Only people identified on the "designated alternative list" may remove the child from the center. Please inform the staff if a "New Face" is coming to pick up your child at the end of the day, so there are no surprises. Please tell your child if someone else is picking him/her up.

- v. Under No Circumstances will the child be allowed to leave the center unescorted or in a taxi unescorted.
- e. For a comfortable transition time it is best for your child and you to make arrivals as unhurried as possible. Please accompany your child into the playroom before leaving. One staff must be made aware of your child's arrival.
- f. If your child is enrolled full time; 5 days a week and you wish to decrease attendance, your name will go on the waiting list unless a part-time space is available. Children on the waiting list require full time care; it is not viable to make additional part-time spaces because at a later date they may be difficult to fill.
- g. It is the responsibility of the parent to notify the center of any absence or change in the child's status. A child will be considered withdrawn after 10 consecutive days, if no notice or reason for absence is received by the center. During this time the center will make 2 attempts to contact the parent and or secondary contact person. We must have full enrollment in order to be financially viable. The Board will deal with extended leave for medical reasons. When a child is subsidized, only 25% of their total allotted subsidized days can be used for reasons of illness. Subsidy may be lost if this is exceeded.

### **Registration Priority**

- a. Priority will be given to children requiring full-time care.
- b. Staff and Board members of the day care.
- c. To parents who are working or going to school. Who live either in or outside the Pinkham School area.
- d. The Director works from the centralized waiting list.

### **Fees**

- a. The center charges the maximum allowable by the Child Day Care Office.
- b. You will be required to pay a refundable registration fee equal to your billing period charges, which will be applied to your fees. The deposit may be withheld if your account is arrears.
- c. Prior to enrollment, parents wishing to apply for subsidy should do so. Applications are available at the center. If your subsidy has not been approved by your child's enrollment date, then you are responsible for paying the full amount until your subsidy is approved. If you are subsidized at a later date, then your account will be credited the payments you made.
- d. Parent fees are due at the beginning of each billing period.

- e. Failure to submit fees for one billing period will result in withdrawal of childcare services until payment is received.
- f. All days must be paid for whether your child is in attendance, ill or on vacation.
- g. There is a \$15.00 charge for all NSF cheques. After 1 NSF cheques you are required to pay with cash.
- h. The center will follow the Manitoba Provincial schedule for Holidays:  
New Years, Louis Riel Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Remembrance Day, Christmas Day and Boxing Day.  
(Canada Day & Remembrance Day Christmas & Boxing Day may be observed in lieu of actual date; i.e. if they fall on a weekend the center will be closed on the following Monday). When Christmas Eve and New Years Eve fall on a weekday the center will close at 12:00 PM.

## **Late Fees**

Parents and children must be out of the centre at 5:30 p.m. After 5:30 p.m. a late fee of \$10.00 per child for every 15 minutes or portion thereof will be charged. This is paid directly to the early childhood educator present.

Examples of Late Fee Charges:

Arrive at 5:45 and the late fee is \$10.00 (per child)

Arrive at 5:47 and the late fee is \$20.00 (per child)

**AFTER 3 LATE PICKUPS WITHIN A SIX MONTH PERIOD, YOU'RE LATE FEES DOUBLE.**

Arrive at 5:45 and your late fee is \$20.00 (per child)

Arrive at 5:47 and your late fee is \$40.00 (per child)

If you are unable to reach the centre by 5:30 p.m. arrange for an alternate to pick up your child and be sure to notify the staff of this change.

If your child is not picked up by 6:00 p.m. and you have not notified the Centre by 5:30 p.m. the staff have the authority to turn your child over to Child and Family Services. Prior to phoning Child and Family Services, the staff will attempt to phone the emergency numbers on your list.

## **Withdrawal Notice**

The centre requires 2 weeks notification of withdrawal from the program. If notice is not given your deposit for care will be held in lieu of notice all parent fees must be paid prior to your child's last day of attendance.

## Health Issues and Sick Children

- a. If your child is ill it is beneficial that your child be kept away from the center until they have recovered. If they become ill while at the center, you will be called to come pick up your child (alternate care must be provided).
- b. Please inform the center before 10:00 a.m. if your child will be absent. We must notify the public health authority and the parents of any communicable diseases i.e. measles, pink eye etc.
- c. If your child is too ill to participate in the full days activities including outdoor play they should stay home.
- d. Our policy for other common conditions are as follows:

*Diarrhea-* At the third bout of diarrhea you will be called to pick up your child and we will request that you take your child to be examined by a physician (a note will be requested stating your child was examined) to confirm the symptoms are not communicable. Habitual diarrhea or consistently loose bowels is an exception.

*Giardia-* (mucous diarrhea which is caused by parasites) – your child may attend once medication has been administered for 24 hours. Must be accompanied by a doctor's note.

*Vomiting-* your child must be picked up after the second bout in one day.

*Elevated temperature-* if your child's temperature rises above 38.5 degrees Celsius / 101.4 Fahrenheit or higher, you will be called to pick up your child immediately if the fever persists a physician diagnosis will be necessary.

*Colds-* your child may attend the program with a cold but if their temperature becomes elevated above 38.5 C / 101.4 F you will be contacted to pick them up.

*Lice-* In all cases when lice or nits are found in your child's hair they will be sent home and may not return until treated with a lice shampoo and all nits have been removed.

*For the following infections the child may attend the centre after 24 hours on the medication, conjunctivitis (pinkeye) staphylococci infection (impetigo) and strep throat.*

- e. We are required by law to report any suspicion of child abuse to CHILD & FAMILY SERVICES.

## **Medication**

- a. Written permission from the parent on the medication must be obtained in order to administer the PRESCRIBED MEDICATION.
- b. Only medication supplied in its original container and labeled with current prescription dates will be administered.
- c. The pharmacist with the child's name, expiry date, time, and method of administration must be on the medication label.
- d. For safety reasons all medication must be handed directly to a staff member, under no circumstance should medication be left in a child's locker or lunch kit.

## **Nutrition**

- a. Menus are posted on the parent board.
- b. Please notify the staff of any allergies your child may have.
- c. Two snacks are provided daily, consisting of three out of the four food groups recommended by Canada's Food Guide.
- d. Pinkham Day Care tries to promote nutritious eating habits and ask parents to assist our efforts by keeping such foods as candy, gum, soft drinks, chocolate bars, etc. out of the centre.
- e. For special occasions such as birthdays, we welcome parents to send baking if interested (MUST BE NUT FREE). Some more nutritious alternatives are carrot cake, rice krispie cake, and banana or bran muffins.
- f. Please ensure your child's lunch is at the Centre before 11:00 a.m. A lunch will be made if your child does not have one you will be charged \$3.00 for each lunch.
- g. We prefer plastic containers or thermoses. Please DO NOT send glass containers, as they are a child safety concern. If the food is to be heated it must be in a microwave safe container.
- h. If necessary, children are allowed to bring breakfast. Parents are responsible for supplying all of the food for breakfast. Children may eat breakfast at the Centre if they arrive before 8:00 a.m. PLEASE REMEMBER it is difficult for children to eat while watching their friends play.

- i. Any child arriving after the designated snack (9:15 a.m. – 9:30 a.m. or 2:45 p.m. – 3:00 p.m.) or lunch (11:30 a.m.) times is required to be fed prior to arriving.

## **Bottles and Soothers**

For safety reasons, soothers and bottles must remain out of the preschool room. Those children in the infant room will be encouraged to give up soothers and bottles between 18 months and two years in order to make the transition into the preschool room easier.

## **Clothing**

It is the parent's responsibility to make sure their child's lunch box, coat, etc. are put into their locker and that their child is wearing shoes. Parents are responsible for dressing their child to go home.

Each child should ALWAYS have a complete change of clothes in their locker. Even if your child is toilet trained, accidents and spills do occur. A change of clothes consists of two pairs of socks, one pair of long pants, two pairs of underwear, and one shirt.

If your child is in the toilet training process, please provide four changes of clothes to the Centre. Please ensure all of your child's clothing is LABELLED. We are not RESPONSIBLE for lost articles of clothing.

Please be sure to dress your child in appropriate clothing based on weather conditions. Weather permitting, the Centre takes the children outdoors on a daily basis and the children need to be dressed properly.

SPRING AND FALL – Rubber boots, raincoat, sweater, splash pants.

WINTER – Mittens, hat, winter boots, snow pants, winter coat, scarf.

All children are required to wear running shoes in the Centre for health and safety reasons. Please keep in mind messy art activities, outdoor play, and weather changes when dressing your child.

## **Toilet Training**

If your child is using diapers, you must have 6 to start each and every day. The centre does not have extra diapers to borrow from.

Once a child has had two weeks of consecutive dry diapers we will begin the toileting process. It is important that parents and the Centre are consistent in the method and language your child will be using. Please speak to the Director or a staff member about your child's needs.

While your child is being toilet trained please keep four changes of LABELLED clothing at the Centre. Please check your child's locker daily and take home any soiled clothing. Please note – a regression of toilet training may take place when changes occur in your child's environment.

## **Field Trips**

Written parental consent must be obtained for a planned outing at the Centre. All parents are welcome and encouraged to participate in any of the field trips taken by the Centre. Please speak to the Director or one of the Early Childhood Educators if interested.

## **Accidents**

We provide a safe environment for the children, however, we are aware of the nature of children and that accidents do happen. It is common for the children to get bumps, scrapes, and other minor injuries during the course of the day. Sometimes children continue playing without realizing they are injured which means staff is not always informed of small accidents that have occurred.

Parents will be notified of minor injuries that reach the staffs attention when parents pick up their children. There will be an accident form to read and sign. All staff are trained in CPR and First Aid.

## **Guardianship**

To ensure the safety of your child, the Centre requires a copy of any legal forms stating who has legal custody of the child, should you be separated or divorced. Staff cannot refuse access to the child by the other parent if a legal document is not on file.

## **Parent Death or Injury**

A card indicating your child's place of care should be kept with you at all times in case you are unable to communicate yourself. This card should request that the Centre be informed immediately if something were to happen to you .It should also indicate who should be called to pick up your child.

## **Storm or Inclement Weather**

Parents should call the Centre before bringing their child if severe weather conditions are present. When closing of schools in the Winnipeg School Division No. 1 is announced on a local radio station then the Centre will also be closed. If inclement weather begins when the children are already in attendance, parents will be called to pick up their children. Regular fees will be charged.

## **Confidentiality**

i) All children's files and centre documents are considered confidential. They are solely for the use by the Director and staff at Pinkham Day Care. (Concerns will be brought to the Executive Board's attention in certain instances at an in camera meeting if necessary).



ii) Every parent has access to his or her child's file. An appointment can be set up with staff and/or the Director to review the file with you.

iii) All files are the property of Pinkham Day Care Inc.

iv) Staff discussions are considered confidential and any important issues will be discussed with the parent(s) concerned.

v) Observations will be done on each child on a semi-annual basis. These are available to parents for discussion with the staff and the Director at the parent's request.

vi) No research project will be conducted within the Centre without prior written parental consent. Consent will be granted through Board approval.

## **Intoxication**

If any individual who arrives at the Day Care to pick up their child appears to be under the influence of drugs or alcohol and the staff person truly believes that the child is in danger, the staff will ask you to phone an alternate person who can offer proper care for your child while you are unable to. If you fail to find an alternate and the staff feels you are not fit to care for your child at that time, Child and Family Services will be contacted. If you are leaving in a vehicle while believed to be under the influence of drugs or alcohol, the Winnipeg Police Department will be contacted and informed that there is an impaired driver leaving the Centre. Some signs we consider to be an indication of intoxication are breath smelling of alcohol, inability to walk (ie. stumbling, loss of balance), and slurred speech.

## **Emergency Procedures**

In the case of a medical emergency the following steps will be taken:

i) The child will be transported to the Children's Hospital (William and Sherbrook). A staff member will stay with the child until the parent arrives.

ii) An ambulance will be called if in the opinion of the Director or staff, it is needed. The cost will be the parent's responsibility.

iii) Parents will be notified immediately of any medical emergency concerning their child. If we are unable to reach the parent, the emergency number(s) will be called. Parents are requested to meet the child and the staff member at the hospital if an ambulance is needed.

iv) Because an emergency can occur, we ask that you ensure ALL PHONE NUMBERS ARE UP-TO-DATE.

## **Fire Drills**

A fire drill will be conducted on a monthly basis, where we will follow our Fire Evacuation Procedure. This practice enables the children to familiarize themselves with the safe evacuation procedure in case a real emergency does arise.

### **EMERGENCY EVACUATION PROCEDURES**

#### **765 Pacific Avenue – Preschool and Infant Centre**

##### 1) A Detailed Evacuation Plan

###### A) Fire Evacuation Plan

In the event of a fire all staff will follow this plan to ensure safe evacuation of all children and adults in our facility.

i) The fire alarm should sound indicating the need to evacuate the facility, simultaneously notifying the Winnipeg Fire Department of the emergency.

If and only if a fire is started in the kitchen, kitchen staff will attempt to extinguish the fire by using an ABC fire extinguisher. Using the PASS method kitchen staff will attempt to extinguish the fire.

P – Pull

A – Aim

S – Slowly squeeze

S – Sweep across flames

ii) Director, Supervisor, or senior staff will get attendance board and direct children to the safest exit. Once outside, senior staff will conduct a head count to ensure all occupants have evacuated the facility.

iii) Preschool staff will get first aid bags while they gather children and guide towards the safest exit and out of the building to the designated gathering area (crosswalk and government sidewalk on Pacific.)

iv) Infant, and kitchen staff will evacuate infants out the safest exit and out of the building to the designated gathering area (crosswalk and government sidewalk on Pacific).

v) Special needs staff will guide their clients to the safe exit and out to the designated gathering area (crosswalk and government sidewalk on Pacific).

vi) In the event of an actual fire the first priority of the staff is to evacuate all the children quickly and safely. No staff will attempt to extinguish the fire. The children and staff will walk to the School Age Facility at 759 Ross Avenue (774-3754) for refuge from the fire and weather conditions.

vii) The Director will call parents to inform them of the situation and to pick up their children immediately.

#### **Emergency Contacts**

Police Emergency

911

Non-Emergency Police	986-6220
Fire Department	911
Ambulance	911
Poison Control	911
Children's Hospital	787-2306

B) The staff designated for carrying out fire evacuation duties can be found listed above in our Fire Safety Evacuation Plan.

C) A copy of the Fire Evacuation Plan will be given to each employee to read. The Fire Evacuation Plan will be reviewed and updated at each monthly staff meeting with all Pinkham Day Care Staff members. A copy of the Fire evacuation plan will be posted at all exits and will be available on our staff bulletin board.

D) Through monthly fire drill staff will have the opportunity to practice and become familiar with their responsibilities.

E) We will control fire hazards in the building by completing the following:

At no time will any chemical, flammable, or combustible material be stored close to any source of heat ie. Laundry Dryer, furnace, kitchen area, or heating ducts.

At not time will any chemicals, flammable, and combustible liquids be stored in areas accessible to children.

F) We will promote the maintenance of our building facilities and help to prevent possible fire hazards. The following are a list of ways Pinkham Day care with carry out this goal.

Blinds meet flame resistant and flame retardant criteria.

Gym mats consist of interior foam, which is fire selected fire-retardant virgin polyfoam, and cross-linked foam. (Apple Athletic Equipment).

The smoke detector located in the Pinkham Day Care will be tested each month to ensure it is in good working condition.

The emergency lights will be tested monthly to ensure they are in good working condition.

2) Each Pinkham Day Care Staff member will be familiarized with the following:

- a) Each staff member will have their own copy of the fire evacuation procedure and they will be aware of their duties in the case of a fire emergency.
- b) Each staff member will be aware of the safety precautions needed to be taken to ensure a fire safe environment which can be found in sections E) and F).
- c) Each staff member will participate in a yearly Fire Extinguisher Demo held by the City of Winnipeg Fire / Paramedic Service or recognized training authority.

### 759 Ross Avenue – School Age Centre

#### 1) A Detailed Evacuation Plan

##### B) Fire Evacuation Plan

In the event of a fire all staff will follow this plan to ensure safe evacuation of all children and adults in our facility.

i) The fire alarm should sound indicating the need to evacuate the facility, simultaneously notifying the Winnipeg Fire Department of the emergency.

If and only if a fire is started in the kitchen, the person in the kitchen will attempt to extinguish the fire by using an ABC fire extinguisher. Using the PASS method the individual will attempt to extinguish the fire.

P – Pull

A – Aim

S – Slowly squeeze

S – Sweep across flames

ii) Director, Supervisor, or senior staff will get attendance board and direct children to the safest exit. Once outside, senior staff will conduct a head count to ensure all occupants have evacuated the facility.

iii) School Age staff will get first aid bags while they gather children and guide towards the safest exit and out of the building to the designated gathering area (picnic table in playground yard).

iv) Special needs staff will guide their clients to the safe exit and out to the designated gathering area (picnic table in playground yard).

v) In the event of an actual fire the first priority of the staff is to evacuate all the children quickly and safely. No staff will attempt to extinguish the fire. The children and staff will walk to the Preschool – Infant Centre located at 765 Pacific (783-4645) for refuge from the fire and weather conditions.

vi) Director or Supervisor will call parents to inform them of the situation and to pick up their children immediately.

#### **Emergency Contacts**

Police Emergency	911
Non-Emergency Police	986-6220
Fire Department	911
Ambulance	911
Poison Control	911
Children's Hospital	787-2306

B) The staff designated for carrying out fire evacuation duties can be found listed above in our Fire Safety Evacuation Plan.

C) A copy of the Fire Evacuation Plan will be given to each employee to read. The Fire Evacuation Plan will be reviewed and updated at each monthly staff meeting with all Pinkham Day Care Staff members. A copy of the Fire evacuation plan will be posted at all exits and will be available on our staff bulletin board.

D) Through monthly fire drill staff will have the opportunity to practice and become familiar with their responsibilities.

E) We will control fire hazards in the building by completing the following:

At no time will any chemical, flammable, or combustible material be stored close to any source of heat ie. Laundry Dryer, furnace, kitchen area, or heating ducts.

At not time will any chemicals, flammable, and combustible liquids be stored in areas accessible to children.

F) We will promote the maintenance of our building facilities and help to prevent possible fire hazards. The following are a list of ways Pinkham Day care will carry out this goal.

Blinds meet flame resistant and flame retardant criteria.

The fire extinguishers will be inspected and initialed on the tags on a monthly basis.

The fire alarm will be checked daily to ensure it is fully operational.

The emergency lights will be tested monthly to ensure they are in good working condition.

The fuel fired heating system will undergo an inspection annually and a written record of the inspections will be provided to the Fire Inspector upon their visit.

A written record will be kept of the monthly smoke alarm tests carried out.

2) Each Pinkham Day Care Staff member will be familiarized with the following:

- a) Each staff member will have their own copy of the fire evacuation procedure and they will be aware of their duties in the case of a fire emergency.
- b) Each staff member will be aware of the safety precautions needed to be taken to ensure a fire safe environment which can be found in sections E) and F).
- c) Each staff member will participate in a yearly Fire Extinguisher Demo held by the City of Winnipeg Fire / Paramedic Service, or recognized training authority.

## **Nap / Rest Time**

All children are given the opportunity to rest each day. Cots, blankets, and music are provided to aid in creating a relaxing atmosphere. Children may bring a blanket and/or cuddly toy to the Centre to be used specifically for naptime. Each child has their own bed, and blanket, which is used solely for that child and they will be washed at the beginning of every week to ensure cleanliness and safety. Any child who is not able to

sleep after a ½ hour will not be required to stay in bed and a separate space will be designated for these children. The staff to child ratios will apply for these children.

## **Children's Work**

Each day your child will be participating in a variety of activities, which encourage their creativity and develop their gross and fine motor skills. Any work that they create will be displayed in our Day Care; however, it will eventually be sent home for you to enjoy. To avoid clutter and the chance of losing their work, please ensure their locker is emptied daily and all work is taken home.

The staff at Pinkham Day Care, promote process rather than product. Children like to watch glue drip from the applicator, mix colours, feel the textures, etc. They express their feelings when involved in art. Children may not be aware that they have made something, but rather how it felt and which colours they used. Art is important because it is a form of self-expression.

## **Smoking Policy**

Smoking is prohibited on school or day care property.

## **Dangerous Play**

The staff discourages children from engaging in weapon or superhero play. Typically, superheroes are shown engaging in some form of violence. This type of play increases the risk of injury to the children in our care. Children are presented with numerous safe games and toys to play with at the Centre, which encourage appropriate social relationships and play.

## **Personal Toys**

We request that children's toys remain at home to ensure that they do not get lost or broken. We are not responsible for any lost or broken toys. We cannot give out phone numbers of children who might have your child's toy.

## **Transportation**

Transportation to and from the Day Care is the parent's responsibility. The Centre is not responsible for accident or injury to parents or children while the parent's are transporting children to and from the Centre.

Transportation away from the Centre:

- i) Staff are responsible for the safety of children while off Centre property.
- ii) Staff may take children off Centre property within the community (walk in the neighbourhood, local park) without written or verbal permission.

iii) Written permission must be obtained from a parent before staff and children depart the Centre by public or private transportation.

iv) Permission slips will include the following:

- date
- time of departure
- means of transportation
- destination
- time of return

Changes to field trip information will be noted in writing before departure from centre.

v) In the event of an emergency, staff may remove the child from the Centre by public or private transportation without permission from the parent prior to departure.

## **Parental Involvement and Information**

Parents should check their MAIL BOX'S daily for messages and notices.

Every child is an individual, and generally there is an adjustment period for each child at the commencement of child care. Separation anxiety from the parent is natural. We ask that you let your child know you are leaving (sneaking out may cause lack of trust the next day). The staff will interest your child in some activities in order to help them overcome the feelings of separation they are having. Parents may call the Centre during the day to find out how their child is doing. Parents are encouraged and welcome to spend time in the Centre with their child at the end of the day. A visit during the day may be upsetting to the child if the parent must leave again.

Anytime you wish to discuss your child at length, or look at your child's information file, it is best to arrange an appointment with the Director. This will allow for privacy and full attention and respect for the child. It is difficult for the staff to discuss your child when other children are present. An appointment would eliminate interruptions.

### **Parental Involvement in the Centre will allow:**

- Awareness of the Centre and the daily activities, which take place
- The opportunity to observe your child functioning in a large group

- Exposure to other parents with similar experiences
- The opportunity to learn and exchange information with others.
- Ensure adequacy of the program.

### **Ways You Can Get Involved:**

- Reading the newsletters.
- Fundraising, a team effort where all the money raised goes directly into the program.
- Parent volunteers are encouraged for field trips and outings.
- Offering help in the form of free typing, fixing toys, sewing, baking, etc.
- Parent contributions such as newspapers, clothes, milk cartons, ribbons, etc.

***It is a mandatory requirement of all parents to attend the centers Annual General Meeting.***

A copy of the Licensing Manual for Day Care Centres is available at the Centre. A Summary of Day Care Licensing Requirements is posted on the information board. If parents are interested in familiarizing themselves with the regulations governing the Centre the manual may be signed out.

If a situation arises that you feel needs attention, inform the staff of your concerns. If unsatisfactory action occurs after one week, parents are asked to submit their concerns in writing to the Director. If another week passes with an unsatisfactory response, the parents are asked to submit their concerns in writing to the Executive Board of Directors. The Executive Board of Directors will respond to the parental concerns. If the parent is still concerned, they may request a meeting with the Executive Board of Directors.

We request that anytime you have a question, complaint, or suggestion that you bring it up with the staff or Director either in person or by telephone. We must be made aware of problems or concerns so they may be addressed appropriately. We are always looking for ways to improve our program.

Board Meetings are held on a monthly basis and are conducted in a two segment format. The first portion of the meeting will be a General Meeting and all are encouraged and welcome to attend. The second segment of the Board Meeting will be held in camera with Executive Board members to deal with any staffing or individual parent problems. The meetings have been set up in this format to protect and respect the confidentiality of all concerned. Any parent or staff member with a grievance that is of a confidential nature is welcome to request a meeting with the Executive Board at this time. All Board Meetings are confidential and are not to be discussed outside the meeting.

The Parent Board meets once a month.



## **Regular Day Care Activities:**

### i) *Science*

The children are given the opportunity to touch, manipulate, build with, and explore a variety of objects within their environment (i.e. magnets). We allow children to experience living things such as plants and fish through hands-on interaction and visual reinforcements (ie. books, puzzles).

### ii) *Water/Sand/Grain Play*

A mixture of materials is available to the children with which they can manipulate, build with, pour, measure, etc. These special play areas can be used to facilitate learning in a variety of areas such as science and math.

### iii) *Music*

In each section of the Day Care there is the proper equipment to listen to music as well as a variety of instruments the children may use to create their own.

### iv) *Dramatic Play*

The Day Care provides the children with the opportunity to use props and other materials, which they may use in role-play activities such as puppet shows, house, etc.

### v) *Manipulative Play*

A variety of materials to sort, order, build, fit together, take apart, decode, and pretend with are always available to the children. Some examples of manipulatives used in the Day Care are; table toys, lego, puzzles, and stacking toys.

### vi) *Creative Art*

Each art activity allows the children to work with a variety of surfaces and textures as well as numerous materials for mixing, painting, making two and three dimensional representations, holding things together and taking items apart.

### vii) *Library*

A wide selection of literature is offered to the children in our library. We display theme related books on a weekly basis and have a comfortable reading area for the children. Other materials such as a felt board and puppets are also available for the children to create their own stories and partake in story telling.

### viii) *Large Muscle Play*

Our gym is equipped with a structure and numerous other toys such as balls, riding toys, shopping carts, and wagons. With the use of the structure and toys your child can develop their skills such as climbing, balancing, sliding, getting in and out, jumping on or over, pushing, pulling, riding, kicking, throwing, etc.

A copy of our all of our policies is available on line through our website

**[www.pinkhamdaycare.com](http://www.pinkhamdaycare.com)**