



Inkster Community
Child Care Inc.

Parent Policy Manual

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Introduction

Welcome to Inkster Community Childcare Inc.

We look forward to having your child in our care. We anticipate many happy experiences your child will have while attending our center. A child's early and middle years are years 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 crucial.

We provide the children at our Centre with various 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 will also assist us in understanding and providing for their individual needs. With your help, we will provide happy, fun-filled days for your child.

This Parent Handbook will provide you with the Centre policies and information necessary for the operation of Inkster Community Childcare Inc. It is important that you understand all the information provided in this package. If you have any questions, please see the Executive Director.

First Day List

- **Deposit**
- **Childcare Fees**
- **Diapers / Pull-ups**
- **Blanket - Naptime (see Bed Bug Policy)**
 - **Wipes / Diaper cream**
 - **Extra set of clothing (labelled)**
- **Lunch – in labeled, ready-to-serve containers.**
- **Appropriate outdoor play clothing - hat**
 - **Shoes or runners for indoor use**

History of Inkster Community Childcare Inc.

In 1980, the parents of Inkster School identified a need for before and after childcare. As the need grew, the parents became organized, and in April of 1981, Inkster Community Childcare Inc. (ICCCI.) became a formal non-profit, funded corporation run by a parent Board of Directors.

Since 1981, ICCCI has grown from a 60-space school lunch program with 6-10 children using a before and after-school program to a full-time daycare Centre, licensed for 73 children ages two to twelve years.

Philosophy

The philosophy of ICCCI is to provide a quality childcare center in our community that meets the changing needs of the community while following the rules and regulations implemented by the Day Care Standards of Manitoba.

We believe that each child is a unique individual and that children learn most through their natural curiosity. All children are entitled to full participation and support to meet their individual needs. At Inkster Community Childcare, we believe all children have the right to be valued, accepted, and included.

Our program supports the full inclusion of children who require additional support because of physical, cognitive, social, or emotional needs. Where additional staffing is required to help include these children in the program, it will always be utilized according to the inclusion goals. We work cooperatively with any therapist the family identifies (for example, speech, language, child development and physiotherapy).

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

Our Early Childhood Educators are loving and warm individuals 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.

Curriculum Statement

Play in a child's life is very important. It teaches children many skills and experiences to grow as a whole child. Play allows children to explore the world by meeting their intellectual, emotional, social, language, and physical needs. Our program incorporates a balance of structured, adult-directed activities and provides choices for children to learn according to their abilities.

We at Inkster Community Childcare are always at the children's level when interacting with them. Our staff are positive role models who teach children the value of respecting others, toys, and themselves. We use gentle reminders asking children to clean up after themselves when playing and eating, instilling a sense of personal responsibility. We take time to explain to children the value of center and personal possessions so that they understand the need to treat these items respectfully. Core values, such as empathy, are taught by staff by framing situations in ways that children understand. For example, suppose an ECE observes a child ripping a

book. In that case, the ECE will perhaps tell the child that we must treat books carefully so that everyone can enjoy them or that we won't be able to read that favored book at story time anymore because it was ruined when it was ripped. Conversations such as this allow the child to process the information given to them (i.e. the book is torn, and now their friends will be sad when they go to look at it and it is gone) and draw their conclusion not to wreck the book based on that information.

We provide sufficient time to meet children's learning needs in all their developmental areas: 45 minutes per day is allowed for free play. Free play allows natural interactions between children where social skills are developed. While playing, children talk to each other; they take turns and use their imaginations, like pretending that the block structure they built is a castle. Gross motor skills are developed during games and activities played outside and at gym time: play structure time strengthens large muscles, chasing and popping bubbles develops hand-eye coordination, and obstacle courses promote fitness and muscle development as well as sharpening problem-solving strategies. Staff provides many opportunities for children to develop their fine motor skills through toy selection such as building blocks and other manipulatives: stacking blocks to make towers and building spaceships with Lego develop coordination. Printing skills are developed through carefully chosen arts and crafts. Children strengthen their fingers, aiding in a proper pencil grip, through carefully designed arts and crafts and activities: by making a station with pompoms, clothespins and baskets, children will use the clothespins to place the pompoms in the baskets, which helps to better grip pencils and use scissors; colouring, cutting and gluing also help developing small muscles needed to use pencils as well as developing hand-eye coordination. Staff design the room to promote social interactions: a child-sized table and chair are placed in the housekeeping area of the preschool room so that children can sit together and converse and pretend they're in a restaurant; comfortable furniture is placed in an inviting manner so that children can relax together and chat. ECE's have set up the room to look like a veterinarian's office or a space center. Social skills such as turn-taking, conversing with peers, and problem-solving are developed in facilitating dramatic play. When the "restaurant" was set up in the housekeeping area, many children wanted to be the chef, so they had to decide who would go first and when the next child could have a turn. The children would figure out for themselves how they would run their 'business': they decided how much they would charge for food and what kind of food they would 'sell.'

At ICCCI, we treat each child as an individual, and as such, staff must remain flexible to meet all special requirements any child may have. For example, if a child is having a difficult day and the ratio allows, a staff member may keep that child inside during outdoor play to spend some quiet, one-on-one time together. As families arrive daily, adults and children are warmly greeted. ECE's ask children about what they did on the weekend or will talk to them about their soccer game the previous night. ECE's will also make sure any important information is relayed to parents and guardians: a note will be written so that parents know their child is out of diapers. ECE's will ensure they speak to a parent/guardian to tell them about their child's day.

As a team, we engage children in preparing and being aware of transitions, such as cleaning up for lunch, by incorporating songs to make these times fun. For example, after giving the children a 10-minute reminder to clean up, we sing cooperating songs that teach children how to work together. All these learning strategies employed at ICCCI positively build children's self-esteem. Giving the children opportunities to complete a task themselves gives them a sense of accomplishment. Cooperation and teamwork are also learned as they clean up the toys. ECE's readily praise the children for tasks they complete, being careful to be specific. For example, "I like how you carefully stacked the blocks when you put them away" instead of a generic "good job." In being specific in the compliment, ECE's identify the child's strengths and single them out for praise, which helps build their self-esteem.

Staff is allowed weekly time for planning, during which activity centers are set up, crafts are prepared, materials are collected, Abecedarian books and games are ready, emergent curriculum ideas are reviewed, and research is done on upcoming field trips or special events. Planning is focused on the children's present interests and geared toward the relevant needs of particular children. For example, the preschool room may concentrate on

pre-printing skills and plan activities such as tweezers or chopsticks to strengthen little fingers to hold a pencil more easily.

While always keeping learning goals in mind, ICCCI staff promotes diversity and multiculturalism wherever possible. From ensuring dolls of various ethnicities and play foods from sushi to croissants are available for play to planning our multicultural festival or even teaching them “please” and “thank you” in another language, ICCCI staff strive to find ways to expose the children to as many cultures as possible. ICCCI staff represent several different cultural backgrounds and happily share their knowledge with the children in ways like making sushi together or wearing traditional dress. By sharing their stories with the children, staff empowers them to be proud of their identities and makes them curious to know more about their backgrounds.

Our center employs an emergent curriculum, a method of planning curriculum based on children’s interests. Through observation, early childhood educators use these interests to create crafts, projects, and activities. These observations are kept on record in binders as learning lessons to use in future.

Webbing is employed as a tentative plan and is a means to expand upon the children’s main area of interest; their questions and investigations are incorporated to build upon the topic. An emergent curriculum follows the children’s interest in a topic until its natural conclusion, which could mean two days or two months. The children develop their social and language skills when discussing their interests: vocabularies are expanded; children learn from each other when they discuss their experiences, and they know when they research topics with the ECE’s. We believe an emergent curriculum is essential in teaching children to go in-depth with their interest in learning. For example, the children were interested in building structures with blocks and other materials and watching some big trucks and Bobcats near the playground. Using ‘construction’ as the center of their web, ECE’s discussed construction with the children and from there, they talked about bridges, tunnels, trains, animal houses, car parts and more. Construction-related books, like “Mighty Machines: Trucks,” were displayed; a roadway was created from cardboard; photos of different structures were shown, and more, all to tie in the children’s current interests with learning. The more interesting and fun the children find a topic, the more easily ECE’s can engage the children. They learn concepts like leadership, problem-solving and language skills through play. As a team, ICCCI staff work together to make each child feel valued as an individual. Each child’s input to our Emergent Curriculum webbing is acknowledged and further explored, giving that child the confidence to raise their hand at circle times, the comfort of knowing they can ask questions without fear or embarrassment, and the encouragement to develop a curious mind.

To help share information with families, the staff post pictures of the children at play and display their arts and crafts around the room for parents and children to see. Sharing this information also acts as a medium for social learning: conversations occur when children discuss their art with peers or when they show the art to their parents; looking at pictures or watching the slide show provides a bonding experience as children sit on the couch together and giggle and reminisce about a shared memory; children experience a sense of accomplishment and self-esteem boost when their friends comment, “that picture you painted was cool!” The current emergent curriculum web is also displayed on a bulletin board with the current topic of interest posted. It gives the children a sense of reflection on their day at preschool. The staff constantly interacts with children, and all children are included according to their interests, abilities and needs.

At the end of 2016, several Inkster Community Childcare staff were trained in the Abecedarian Approach. The Abecedarian Approach’s primary goal is language development for children, concentrating on ages birth to five years old. Using the Abecedarian Approach, early childhood professionals can enhance language abilities through enhanced caregiving, conversational reading and learning games. Each child’s needs and interests are kept first and foremost, ensuring they are engaged and interested. Language development and learning happen without seeming like ‘work.’

ICCCI sought a universal teaching method that seamlessly translates across preschool, kindergarten, and school-age programs. With the Abecedarian Approach, if one ECE has been working with a specific child,

another ECE can uniformly continue the work without disrupting the child. We have seen early successes in that we have noticed communication advancements. Children, especially in the preschool room, use language much more effectively. When observing children playing together, ECE's hear more language such as, "no, that's my turn" instead of crying and grabbing toys. Language development gives children another coping mechanism which leads to social-emotional growth.

Enhanced caregiving uses daily routines as an opportunity for learning. When ECE's are helping with ordinary tasks such as washing hands, they constantly talk to the children. They narrate the child's actions (look at all the bubbles the soap makes when you're washing your hands!) and use nondirective language to provide gentle nudges ("I see your paper towel is on the floor. The garbage can is over there," Instead of "pick up that paper towel and throw it away!)." Being able to follow commands is the lowest level of learning. Enhanced caregiving strategies help children learn at higher levels by taking information and processing it logically.

ICCCI staff practice conversational reading. When reading to one or two children, the ECE looks for opportunities to draw language from the child. If a book with a cat is chosen, the ECE may say, "This boy has a cat in the story. Do you have any pets at home?" This invites the child to offer stories from their own life, which may lead to several other conversations indirectly related to the book. If the child has a favourite book that has been read many times, the ECE will stop at places with repetitive phrases to allow the child to join in. Any interaction stimulating the child to speak and engage is vital to language development.

The Abecedarian Approach developed developmental games as a tool to use in everyday life that doesn't require a lot of preparation or materials. Games are simple and easily adaptable to many play situations. For example, a game called "In, Out and Around" asks the caregiver to help the child learn position words and use these as he plays. The child is not only learning object names as you narrate but also their positions and relationships ("you're crawling *under* the box!").

The center has also established our Lending Library so that families may borrow books staff has been reading with their children to continue learning at home. At families' requests, staff will provide reading lists or Abecedarian learning games to provide learning continuity from home to the center.

Code of Conduct

Inkster Community Childcare Centre Inc. strives to provide children, staff, and families with a safe, caring learning environment. We believe in equality and respect for diversity.

To achieve the above, it is imperative that every individual who is associated with Inkster Community Childcare Inc. abides by this Code of Conduct and conducts him/herself respectfully. 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/paraprofessionals
- Volunteers
- Practicum students
- Contractors/maintenance service providers
- School personnel
- Licensing coordinators and inspectors ➤ Courier drivers

Guiding Principles for Appropriate Behaviors

Be Respectful

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

Be Safe

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

Be Cooperative

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

Be Supportive of Learning

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

Developmental Capabilities of Children

We understand that it is normal for children to display inappropriate behaviour for various reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behaviour. The rules and limits in the Centre are explained to the children and enforced positively, considering the varying levels of development capabilities.

Unacceptable Behaviours

The following behaviours by children, staff, parents, and others involved in our center are unacceptable:

- All forms of bullying (physical, verbal, emotional, social, or cyberbullying), including intentional, hurtful, and repetitive comments, actions, or visual displays.
- Harassment, including behaviour that degrades, demeans, humiliates, or embarrasses someone that a reasonable person would know is unwelcome.
- all forms of abuse (sexual, physical, or psychological), including verbal, in writing or otherwise
- discrimination against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability
- actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone

Proactive Strategies

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

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

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

- Developing positive relationships, including making time to talk and listen.
- Establishing clear, consistent, simple limits
- , stating limits positively and periodically reminding people ➤ to provide explanations for limits
- working together to solve problems.
- Modelling and encouraging appropriate behaviour.

Consequences for Inappropriate Behaviour

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

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

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

- Using behavioral analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour.
- Have a formal or informal meeting to discuss concerns and develop an action plan to encourage appropriate behaviour in the future.
- Develop a written contract with an adult or older child that outlines specific expectations and consequences, giving a written warning that outlines specific concerns and consequences if the behaviour continues.
- Accessing outside resources for help, such as
 - a behaviour specialist or other professionals, to help staff understand and reduce a child's inappropriate behaviour.
 - Child and family services to access parenting support.
 - Mediation services to resolve conflicts between adults.
- The Manitoba Human Rights Commission for information and advice on resolving an issue informally or making a formal complaint if the behaviour involves discrimination or harassment.
- The police assist with threatening behaviour.

- In extreme cases, we will take additional steps such as:
 - suspending or dismissing a staff member
 - suspending or withdrawing childcare services because of a child's or family member's inappropriate behaviour
 - in the case of a visitor not allowing the person to return to the center
 - Contacting the police and child and family services (CFS) if the behaviour is illegal, such as abuse, assault or threatening another person.

Guidelines for suspension

Offences for which a child may be suspended include but are not restricted to:

- Physical assault (staff and children)
- Verbal assault (staff and children) ➤ Misconduct
- Conduct that the daycare staff considers detrimental to the daycare environment.

Depending upon the factors identified in 1.2, the following are guidelines for the duration of suspensions:

- Initial suspension: 1-3 days
- Subsequent suspension: 3-5 days
- Physical assault (causing bodily harm): minimum five days.

Behaviour Management

We believe that children are young learners and teach them appropriate behaviours when inappropriate behaviours occur. We recognize the varying developmental abilities of children and understand that behaviours arise for various reasons. Each child will be considered individually when determining expectations for behaviour and consequences.

The staff will have realistic and developmentally appropriate expectations and use positive approaches, discussion, redirection, and demonstration to assist the children in learning. Our environment and materials will be set up to encourage appropriate behaviours and reduce potentially inappropriate behaviours. We will plan our program based on the children's interests and needs. Our schedule and routines will be consistent yet flexible to help our children gain trust, security, and self-control. Behavior management is a process that takes time, patience, and consistency.

Staff will not permit or practice any form of verbal, emotional, or physical abuse. Children will not be denied any physical necessity.

If a child displays persistent disruptive behaviour, they may be removed from the group temporarily. This will allow the child to gain control of them and discuss the situation with the staff one-on-one.

Parents will always be made aware of any behavioral challenges involving their child and, if needed, will be contacted to participate in finding a solution. Consistency is the key to all forms of behaviour management.

Inclusion Policy

We accept and welcome children of all abilities. Opportunities are provided for all children to participate in social free play and routines throughout the day. Indoor and outdoor areas are arranged so all children can move freely and make choices based on their abilities, interests, and needs. We believe each child deserves an environment and experiences that promote growth in all areas of their development. With this belief in mind, Inkster Community Childcare recognizes that there are physical limitations to our environment which may impact the level of support we can provide: space available in each room can only accommodate a specific number of people, children, staff and inclusion support workers included stairs present a physical barrier; lack of a separate quiet room may be a factor in some cases. Trained support staff must also be available, either on-staff or to hire, to facilitate inclusion ratios.

We respect and value input from parents and encourage them to be part of the decision-making process for their child. We work with parents and early intervention professionals who have valuable knowledge and expertise to share. We are committed to learning more about various disabilities and full inclusion as part of our annual training plan.

Eligibility

Children will be accepted on a first-come, first-served basis.

While every effort will be made to accommodate our Kindergarten families, they are not guaranteed a space in our School-Age program for the subsequent year. Inkster Community Childcare Inc. is licensed for a maximum number of children in each program by the Manitoba Early Learning and Childcare Program.

Priority will be given to:

- *Siblings of children presently enrolled in the program,
- Children who are attending Inkster School and live in the Winnipeg School Division #1 area and require full-time care,
- Preschool children who have siblings in the school-age program and require full-time care.

*If you are using the center's online waitlist at inkstercommunitychildcare.com, please ensure you indicate if that child is a sibling of a child currently enrolled at the center.

If you refuse an offer of space but wish to remain on the waitlist, you will be moved to the bottom of the list and sibling priority will be waived.

Casual/part-time care will only be considered at the discretion of the Executive Director.

Goals

(A) Goals for Children

To have the child be able to:

Social-Emotional

- Develop a positive self-image and self-confidence.
- Develop a sense of responsibility.
- Develop independence through making choices and solving problems.
- Develop creativity.
- Express emotions in acceptable ways • Develop self-reliance and respect for others.
- Develop friendships and respect for others.
- Develop communication skills.
- Cooperate as a member of a team.
- Develop social skills and become responsible childcare Centre members and our community members. • Have fun.

Cognitive

- Develop language skills through hearing and using language.
- Develop concepts which relate to their environment through exploration and planned activities.
- Develop decision-making skills.
- Grow in the ability to cope and understand the world around them.
- Enhance communication skills in the oral and written form.

Physical

- Develop large and small muscle coordination.
- Develop an awareness of their body.
- Participate in skill-building activities.

(B) Goals for Parents

To have the parent be able to:

- Acquire information regarding parenting, child development, nutrition, etc.
- Provide children with consistency between home and the Centre.
- Understand how they can participate in the Centre's activities (day-to-day, policy-making, etc.)
- Establish a trusting relationship with the Early Childhood Educators
- Provide input into the program.
- Feel secure in their child's care so they can attend to their work or studies.

(C) Goals for Early Childhood Educators

To have the Early Childhood Educators be able to:

- Create an environment which fosters all areas of development.
- Create a stimulating, safe place for children.
- Understand Child Development
- Provide a great deal of freedom, space, time, and choice.
- Gain an awareness of each child's needs as a unique individual, including all abilities and backgrounds.
- Function effectively as a member of a team
- Participate in short- and long-term planning of the Centre.
- Evaluate the program and environment on an ongoing basis.
- Understand and follow the regulations of the Community Child Day Care Standards Act.
- Understand the policies and procedures of ICCCI.
- Follow the accepted Code of Ethics for Early Childhood Educators.
- Maintain a positive relationship with the staff members of Inkster School and the surrounding community.
- Be involved in ongoing training in the field of childcare.
- Feel optimistic about their work and career choice.

About The Staff

Early Childhood Education is essential in providing quality childcare for you and your children. Children cared for by competent early childhood educators have a beneficial experience while away from their parents. Our team strives to ensure your child receives this daily.

All Inkster Community Childcare Inc. staff members are submitted to a *Criminal Records* check, and their names have been checked against the *Child Abuse Registry*. The staff has also completed emergency first-aid and CPR training. These measures ensure your child a safe and healthy environment.

The Manitoba Childcare Program classifies each person employed in a childcare Centre as an Early Childhood Educator (ECE) II or III Childcare Assistant (CCA). Regulations state that two-thirds of our staff must be at the II or III level. ***To comply with this regulation, staff may alternate between the preschool and school-age programs.***

The qualifications required to meet these levels of classification are:

CCA:

- A person employed in a childcare center has obtained, at minimum, a 40-hour introduction to childcare course within the first year of employment.

ECE II:

- a person who has obtained a diploma from an educational institution in a childcare program.
- Has completed a competency assessment program.

ECE III:

- a person who has obtained a degree from an educational institution in a childcare program.
- Has received a diploma in a childcare program and a certificate from an educational institution in an area of specialization in childcare.
- Has completed a competency assessment program and has obtained a certificate from an educational institution in an area of specialization in childcare.

See Appendix C: Staff of Inkster Community Childcare Inc.

Policies

Hours Of Operation

The center is open daily from 7:00 a.m. to 5:30 p.m., Monday to Friday, January through December.

The center closes for two (2) weeks in August every year. Parents will be notified of the closure period in September of the prior school year.

Professional Development Days

Early Learning Childcare granted two Professional Development Days per year to all childcare workers. The specific dates for these closures will be determined by the center. Parents will receive a notice of at least 6 weeks in advance of any dates when the facility will be closed.

Statutory And General Holidays

Our center will be closed on the following holidays.

New Year's Day**	Louis Riel Day	Good Friday	Victoria Day
Canada Day**	Terry Fox Day	Labor Day	Thanksgiving
Remembrance Day**	Christmas Day**	Boxing Day**	
National Day for Truth and Reconciliation**			

“The center will close at 1:00 pm on Christmas Eve and New Year's Eve. If a holiday falls on a Saturday or Sunday, alternate and additional dates will be posted on the main entrance and the Parent Bulletin Board, according to the Manitoba Childcare Program calendar.”

Inclement Weather (Storm Days)

The decision to close the daycare rests with the School Board. The Centre will be closed if the Winnipeg School Division #1 closes Inkster School. Please listen to C.J.O.B. for the information.

Communication

We strive to provide an atmosphere that encourages respectful, calm, and informative communication.

Parent Information Boards

Information for parents is posted on the bulletin boards located at the main entrance and Parents are encouraged to read the bulletin boards regularly to stay updated on important issues such as licensing, illnesses in the centre, upcoming events, etc.

Family Information

Information for families will be delivered via email. You must regularly check your email accounts for any updates concerning essential issues such as licensing, illnesses in the center, upcoming events, etc. It is up to you to ensure your email is not being sent to spam or junk folders.

Confidentiality

Inkster Community Childcare Inc. will keep information about families and children enrolled in our Centre private. Confidentiality is maintained to respect and protect families' and employees' privacy. Board members, Centre staff, substitutes, practicum students and volunteers will be informed of, understand, and sign a written confidentiality agreement.

Release Of Information

When you registered your child, you signed a release of information. This is necessary to provide us with consent to share information regarding your child and family with Inkster School.

Change In Information

Parents are responsible for providing the daycare with up-to-date, accurate information. Changes should be forwarded to the office in the daycare in writing. We are not responsible for any occurrence that develops from inaccurate information. Please help us keep our files up-to-date and accurate as much as possible.

Parents are also encouraged to keep a note in their wallets noting that their child is at Inkster Community Childcare Inc. with phone numbers so that the authorities may contact us in case of illness or accident.

Guardianship / Court Orders

In the case of separation/divorce, the parents/guardians must inform the Centre of the custody/access arrangements. Where applicable, we require a copy of the custody agreement or court orders about the child in our care.

When there is no legal custody arrangement or court order, the center must ensure equality. Access and communications regarding the child to each parent/guardian. Please ensure all documents are current and that we are updated with all changes.

Request for Affidavits

ICCCI employees do not provide written affidavits to parents during a domestic dispute. Evidence will be provided in response to a subpoena from the Provincial Court. If a parent believes that a request for information is warranted, please inform the Director. Employees must attend court or court proceedings when formally subpoenaed (unless the subpoena is rendered void before the appearance.)

Parental Questions, Concerns and Complaints

Your questions and concerns are welcome, and we will do our best to address your issues respectfully and in a timely manner.

If you wish to discuss your child at length, arranging an appointment with the Director and Staff is best. This will allow both for privacy and full attention.

Parents' complaints should be made discreetly and quietly away from the children. ***Loud voices and profane language will not be tolerated.*** If this should occur, the following steps will take place:

- First Occurrence – Verbal warning by the Executive Director to be documented and kept on file.
- Second Occurrence – A written warning will be given, with a notice that services will be terminated if a third instance occurs.
- Third Occurrence – A written letter of 2 weeks' notice will be issued for termination of services.

Physical attacks of any form or any threats made, which result in staff feeling fearful, will result in immediate termination of childcare services. The involved families will be ineligible for any future placement in the center.

As adults, we are our children's most significant role models. It is essential that we set appropriate examples for them to promote desired behaviour.

Complaints must be referred to the Director or, in her/his absence, the Supervisor. If concerns still need to be resolved by the administrative staff, the next step is to address them to the Chairperson of the Board of Directors, who can be reached at icciboarddirectors@gmail.com. Your concerns and complaints will be discussed at the next monthly meeting of the Board of Directors.

We want to assure parents that any concerns they may have will be addressed in a positive and timely manner. To ensure a smooth process, we have established the following procedure:

- We encourage parents to speak directly with the Director about the matter, either in person or by writing them a letter. We encourage parents to be as specific as possible about their concerns so that the Director can fully understand the issue.
- If the issue is not resolved to your satisfaction, we advise you to email the Chairperson of the Board outlining the problem and what steps you have taken so far to address it. The chairperson will review your concerns and work with you to find a resolution.
- In the event that the issue remains unresolved, we recommend that you contact the Childcare Coordinator for further assistance. They will work with you to investigate the matter and help you find a suitable solution.

If you have concerns about the Director and wish to remain anonymous, we recommend that you send an email to the Chairperson of the Board of Directors, who can be reached at iccciboarddirectors@gmail.com. Please be assured that your concerns and complaints will not result in the termination of childcare services at ICCCI. We value your feedback and are committed to working with you to find a satisfactory solution.

Please be advised that the Board of Directors' decision is final. We understand that certain issues may not be fully resolved despite our best efforts. In such instances, we will assist you in locating suitable alternative care arrangements.

Family and Centre Incompatibility

If a family and the centre's policies, philosophies and goals are incompatible, ICCCI reserves the right to withdraw care.

The following will result in the initiation of the Family and Centre Incompatibility Policy:

1. If the family does not represent their family truthfully, we can withdraw the child from the Centre.
2. If the center has exhausted all available resources, strategies, and interventions to support a child's progress and the child still continues to struggle, it may be necessary to withdraw the child from the program. The center will work collaboratively with the child's family to identify alternative options for support and services and provide appropriate referrals and resources to ensure a smooth transition for the child.
3. An inability to adhere to the policies, philosophies and goals of ICCCI.
4. Any incident involving abuse of either a verbal or physical nature of children, staff, or families. At no time will any form of threats or intimidation be tolerated. Any concerns involving staff, families and children can be brought to the Director's attention. Whenever possible, attempts will be made to resolve conflicts between the parties. At no time is it appropriate to confront staff, families, or children at the centre. As adults in the centre, we must always model proper and respectful problem-solving techniques.
5. If the Parent and Centre disagree that the child requires intervention by outside agencies (i.e. Child and Family Services, Child Development Centre, Autism Outreach) and will not allow intervention.

The following steps will be taken if a family and the centre's policies, philosophies and goals are incompatible:

1. Parent/Guardian will be notified verbally of the incident(s). A record of verbal notification will be placed on the child's file. The Director will be made aware.
2. **Parents are entitled to request a copy of these incidents upon signing the document.*
3. Upon a second incident, A written letter and an email will be sent to the parent along with a date and time.
4. Upon a third incident, The parents will receive a letter from the Board of Directors, which will be emailed to them along with a hard copy handed to them. One copy will also be placed in their file.

In the best interest of each child, the ICCCI reserves the right to request that the Parent make alternate childcare arrangements if it becomes apparent that the child is not adjusting to the daycare environment. All decisions will involve the Parents, Staff, Director, and Child Day Care Office. Two (2) weeks' notice of withdrawal will be given.

Use of Technology: Email, Electronic Devices, and the Internet

This policy is meant to ensure people's privacy and the confidentiality of information about the Centre, children, parents/guardians/caregivers, and staff is upheld. Everyone involved with the Centre must adhere to this policy. Failure to do so can result in consequences and disciplinary action.

Staff may use the Internet when appropriate to access information needed to conduct Centre business and are responsible for using the Internet ethically and lawfully. E-mail is to be used for business purposes only. Staff, children, and all others using the Centre's computers and electronic devices must respect and protect the privacy of others. It must respect and protect the integrity of all electronic resources. All intellectual property (ideas, creations, and copyrights) of others must be respected and protected. All communication must be in a respectful manner, and the use or discovery of the use of any threatening or inappropriate material must be reported.

Inappropriate use includes, but is not limited to:

- Intentionally accessing, transmitting, copying, or creating material that violates the confidentiality of children, parents/guardians/caregivers, staff, or the Centre itself.
- Intentionally accessing, transmitting, copying, or creating material that violates the Centre's Code of Conduct, which includes messages that are pornographic, threatening, rude, harassing, bullying, or discriminating.
- They are intentionally accessing, transmitting, copying, or creating illegal material, such as obscenity, stolen material or illegal copies of copyrighted works.
- Using the Centre's technological resources for personal use without permission or for personal gain.

Please be aware of what you post online. Social media venues are very public. What you contribute leaves a permanent digital footprint for all to see.

Exercise care with privacy settings and personal profile content to ensure that posted content does not reflect poorly on the childcare facility or otherwise create a conflict of interest. While using the services of Inkster Community Childcare Inc., all staff, parents/guardians/caregivers are expected to be supportive and promote the centre in a positive light.

Staff may not use cell phones or electronic devices when caring for and supervising children. Anyone who may need to contact a staff member during the staff member's regularly scheduled working hours must contact the Centre's direct line.

If, for safety purposes, staff must take a personal cell phone during outings with children, it must be used only for emergency contact with the Centre or the children's parents/guardians/caregivers.

If it is necessary, and with the parent's/guardian's caregiver's permission, for a staff person to use a cell phone or other electronic device to photograph or videotape children, the data must be downloaded onto the Centre's computer and immediately deleted from the staff person's phone or device.

Information about staff, children, parents/guardians/caregivers, and the Centre (including photos or videos) must not be posted on a staff person's personal web space, any social networking site (for example, blogs, Facebook, Twitter, Instagram, Snapchat), any public networking or file sharing site (example: Photobucket, Flickr, YouTube) or any other type of internet website. Staff must not accept children as "friends" or "buddies" when using social networking sites such as Facebook or MSN.

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

The Centre upholds a policy that requires strict adherence from all staff, parents/guardians/caregivers, and other individuals using its technological resources. Failure to comply with the policy may result in disciplinary action, which may vary depending on the severity of the breach. Such action may include verbal or written warnings, suspension or termination of employment or services, and legal proceedings if necessary. At all times, it is imperative to respect the privacy and confidentiality of all individuals associated with the Centre and to use technology in an ethical and lawful manner.

Attendance

General

Children are expected to attend regularly. To ensure we meet the required staff/child ratios daily, all parents/guardians must arrive at the time specified upon registration.

Late Arrival

When families arrive after 10:00 am, their child's group will likely be outdoors and gone for a walk or in school. This is part of our daily routine. When this occurs, you can take your child to join their playgroup or wait to arrive with your child until their playgroup returns to the Centre. *We apologize for any inconvenience this may cause; however, we do not have additional staffing to transport children to various play sites outside our facility.*

Legal Responsibility

The Centre will assume responsibility for your child once on-duty staff has acknowledged your child's arrival to the drop-off person and has recorded their attendance. The Centre's responsibility ends once the pick-up person has been accepted by on-duty staff and the child has been signed out.

Absences

Parents must contact the center by 9:00 am if their child is not attending or arriving later. For those families receiving subsidy, regular attendance will result in maintaining your allowable absences for those times they are needed. *Messages can be left on the machine after hours. ***5* or more consecutive absences without notifying the Centre will result in termination of services.

School Suspensions

Children are not permitted to attend daycare during school suspensions or due to day-to-day removal from school, resulting in behavioural issues.

Arrival

All parents/guardians must drop off and pick up their children through the Daycare entrance at the back of the school on Lansdowne.

Signing in

Children of all ages must be accompanied to the center's Lansdowne Ave. door by an adult. At the door, the adult will ring the intercom buzzer and wait for a staff member to greet the child and see if they get to the appropriate room. Parents/family members will not be admitted to the center.

Drop off persons.

The person/s dropping off your child must be at least 13 years of age.

Departure

All parents must drop off and pick up their children through the daycare entrance at the back of the school on Lansdowne Ave. Children and parents are not allowed back in the school after 3:30 pm. This is a Safety Regulation and must be adhered to daily!

Signing out

Upon your arrival and you ring the intercom buzzer, the staff will sign out your child. Once the child is signed out, the parent is responsible for the child. Parents must arrive at the time they specify when they call. Doing so

will make transition times more manageable and help parents and children end their daycare day on a positive note.

Pick up persons

You must contact the Centre when an alternate pick-up person will pick up your child/ren. Also, please ensure they know the center's pick-up policy and call before arrival. Per our Centre Safety Protocol, your child ***will only be released to the individual listed on your registration form after you have phoned or notified the Centre that day.***

Unknown personnel must be asked for photo identification during pick-up.

Under no circumstances will a child be allowed to leave the Centre alone to go home.

Any individual who arrives at the Centre and appears to be intoxicated or under the influence of drugs and is, in the opinion of the Staff, incapable of providing adequate care will be asked to provide an alternate person to pick up the child. If the individual does not cooperate, the Police and Child and Family Services will be notified. Please prevent this from occurring, as it strains Staff/Parent relationships.

Late pick up

Inkster Community Childcare programs close at 5:30 p.m. daily. Children, family and pick-up people must ring the intercom buzzer by 5:30 to avoid late fees. In cases of perpetual lateness, ICCCI reserves the right to reconsider childcare services. Should a discrepancy regarding time arise, staff will defer to the center's clock.

Inkster Community Childcare programs close at 5:30 p.m. daily. Parents and children must leave the daycare centre by 5:30 p.m. Please arrive well before 5:30 p.m. so that you have enough time to get your child dressed before closing time. In cases of perpetual lateness, ICCCI reserves the right to reconsider childcare services. Should a discrepancy regarding time arise, staff will defer to the center's clock.

It is understood that occasionally, unforeseen circumstances will arise that force late pick-up. Should this occur, you must call ahead and inform the center staff. It is the parent's responsibility to arrange an alternate pick-up person if you cannot do so by 5:30. ***Parents will still be required to pay the late fees.***

If we have not been informed of your reason for lateness and we are unable to reach your designated emergency/alternate contact persons by 6:00 pm, we will contact the Director of ICCCI and Child and Family Services:

1. Call the parent.
2. Call all emergency/alternate contact persons.
3. Should staff fail to contact the above persons, they will contact the Executive Director, who will then call Child and Family Services for emergency placement of the child(ren).
4. The Executive Director and the staff will wait with the child(ren) until a social worker arrives.

All children and families will depart the program by 5:30 p.m. to avoid late fees. The center reserves the right to reconsider childcare services in the event of perpetual lateness. In case of a discrepancy about the time, the staff will always refer to the school clock.

Late Fee

Each child's late fee is calculated from 5:30 pm until you and your child leave the Centre. A Late Fee of \$15.00 per child for every 15 minutes or portion thereof will be charged.

If a child is picked up late three times within one month, the parents will lose their daycare spot.

Parking

All parents must drop off and pick up their children at the center entrance at the back of the school on Lansdowne Avenue.

Fire and Parking Bylaws require you always to park and stop appropriately. Please ensure you park your vehicle in the legal parking lane when dropping off and picking up your child. When people park on the wrong side of the street, it puts our children at risk.

Please do not leave children unattended in your parked vehicle, even if you are not expecting to be away for long.

Program

Daily Schedule

The daily schedule provides a framework for planning and organizing the children's daily routines and play activities. The daily routines for children **will vary** based on age, developmental needs, and abilities. Check the Parent Bulletin Board regularly to learn about your child's daily activities.

Preschool / Kindergarten Daily Schedule - (2-5 years)

The Preschool /kindergarten nursery program is inclusive of all children's physical, cognitive, social, and emotional needs. Our program is based on a hands-on/free-choice approach to learning. The rooms are set up to cover many interest areas (science, literature, art, movement, dramatic play, music, fine motor skills, manipulatives), and the children are free to choose an activity of interest to them. Some structured learning will also occur.

School-Age Daily Schedule (6-12 years)

The school-age program is inclusive of all children's physical, cognitive, social, and emotional needs. Should a child be identified with additional/special needs, we collaborate with the school's professionals to provide consistency and maximize resources for your child. The program varies from quiet individual choices to active, creative group choices. The child-center curriculum includes a combination of groups divided by age or activities that the children select. To further enhance the program, above and beyond the activities and routines, we strive to meet the children's individual needs daily.

Indirect Supervision / Buddy System

School-age children, grades one through six, will be permitted to leave the daycare on their own to use the washroom, report for patrol duty, participate in intramurals that they have registered for, or work with a teacher. You are requested to sign a permission slip located in the back of this book.

As an additional safety measure, Inkster Community Childcare uses a "Buddy System." For example, when a Kindergarten child needs to go to the washroom, staff will assign a grade five or six students of the same gender to walk them down to the washroom. The student will remain with the child and escort them back to the kindergarten room.

Mixed Age Groups

At certain times in the day, early morning approximately between 7:00 am - 8:00 am or at the , end of the day approximately between 5:15pm - 5:30 pm and on, in-service days or holidays, for periods of time between the hours of 7:00 am - 5:30 pm, children may be grouped with a variety of ages.

The children will be combined in the preschool room downstairs. This enables siblings to visit with each other, the school-age and preschool children to play with one another and provides an opportunity for interaction with all age groups.

Where children are cared for in mixed age groups, the ratio will be calculated on either a pro-rated basis or as what is dictated in Regulations.

Preschool 1:8		Kindergarten 1:10		School Age 1:15	
children	staff	children	staff	children	staff
1	0.125	1	0.1	1	0.067
2	0.25	2	0.2	2	0.134
3	0.375	3	0.3	3	0.201
4	0.5	4	0.4	4	0.268
5	0.625	5	0.5	5	0.335
6	0.75	6	0.6	6	0.402
7	0.875	7	0.7	7	0.469
8	1	8	0.8	8	0.536
		9	0.9	9	0.603
		10	1	10	0.67
				11	0.737
				12	0.804
				13	0.871
				14	0.938
				15	1

Children's safety is a priority and supervision of children will be closely monitored. Safety policies and procedures will be in compliance with Section S(g) and Section 17 of the licensing manual. Evacuation procedures and emergency procedures will follow our Emergency Evacuation Plan outlined in the Enhanced Safety Manual, which is reviewed and updated on an as-needed basis during the year. Portable first aid kits are accessible and contain emergency contact information for all children. All staff have current first aid training and attend an annual training session each year with the local Health Nurse. School-age children may bring toys/activities from the school-age room. In this case they will be allowed to play with these items at the table and ensure the items are cleaned up and stored out of reach. The staff will supervise each group to maintain safety.

Our Centre offers care to preschoolers and school-agers. It is our belief that rich exchanges take place when all children are permitted to play, socialize and interact with one another, fostering physical, social, emotional and cognitive development. The children will follow a similar schedule and routine, with differences allowed for varying needs such as naps, nutrition, and attention level. Children will be offered/provided with safe activities, materials and toys that are suited to their individual needs. The Early Learning Preschool Curriculum, as set forth in the Parent Policy, will be used as a guideline for play, inclusion and development for all children. Children will be provided time to play in individual or small group activities. All children are encouraged to play interactively with direct supervision and support, which enables them an opportunity to understand; empathy, co-operation, compassion and fairness.

Evacuation procedures will be followed and practiced once a month. Preschool staff will take their children, and school staff will be responsible for their children. Both groups will meet in our designated spots on the hard top.

Clothing

Lockers are provided for each child. We require that all children wear comfortable clothing appropriate for many kinds of play. We provide a variety of activities that encourage children to explore, be creative and sometimes get messy.

Each child must have an extra set of clothing in their locker. I.e., pants, underwear, shirt and socks. Toilet training children need 2 – 3 sets of additional clothing left in their locker daily.

During winter, you should also provide extra socks and mittens for school-age children. We do not maintain an excess supply of clothes. Parents will be called if they are needed.

Labelling

Check the school's lost and found for any missing items. ICCCI will not be responsible for damage to children's property or lost articles.

Please label all personal items with permanent markers.

Outdoor clothing

All children are expected to have seasonally appropriate clothing at the Centre daily. Children sent inappropriately dressed will not be allowed to stay. I.e., no hat in summer/no hat in winter

Spring/fall – raincoat, rubber boots, hat, splash pants and light mitts

Summer – sunhat, bathing suit and towel, shorts, shoes with a strap (no flip-flops or backless sandals)

Winter – jacket, snow pants, winter boots, scarf and mittens, hat

Indoor footwear – Physical activity is a large part of your child's day. Indoor shoes should be comfortable and practical for your child's safety.

Bottles / Sippy cups

Parents are required to send sippy cups instead of bottles. If your child needs a sippy cup, please send more than one. Once a cup has been used, it will be rinsed and sent home for washing. Washing of sippy cups is not done at the Centre.

Diapers / Wipes

Parents are responsible for ensuring their child has an adequate supply of diapers/pull-ups, wipes and cream. Children's diapers are changed at least every two hours or more frequently, depending on the child's needs. If your child runs out of diapers, you will be called to supply them throughout the day.

Toilet training

Toilet training will begin at the centre once a child shows interest and is physically capable. Parents and staff will work cooperatively and consistently with each other to assist the child in achieving this goal.

Nap

Children will be provided with a nap/quiet time for a minimum of 30 minutes daily. Staff will assist children to rest by rubbing their backs and calming the room. If your child is not tired, staff will send them into the "awake" area to play quiet activities. Children will not be forced to nap.

Each child will have a mat and, if crucial to your child's rest, a family-provided child-sized blanket (nothing as big as twin-sized). All blankets will be sent home every Friday to be washed. (Please refer to the center's Bed Bug Policy).

Outdoor play

Inkster community childcare requires children to engage in outdoor play on a daily basis. Fresh air and outdoor fun are essential to a child's day. They are healthy and enjoyable! However, daycare licensing states that daily outdoor play must occur in prohibited weather conditions.

Children will remain indoors when.

- The wind chill is greater than 1600, or the temperature is -25°C or below in the winter. ➤ It is pouring rain, storming, extremely windy, or otherwise uncomfortable.

Children require protection from the sun in the summer. To prevent heat stroke, all children must wear hats daily. *If your child does not have a hat, you will be called to provide one or your child will be unable to remain at the Centre.*

Toys from home

Toys from home are not permitted at daycare. This will prevent damage or loss to favourite toys.

When there is a scheduled "show and tell/toy day," children can bring a non-violent toy that will be kept in a box until "show and tell" time.

Violent toys will not be permitted in the centre.

Transportation

Parental Responsibility – Parents are responsible for transporting their child to and from the daycare center.

School

Nursery and Kindergarten children, to a maximum of 10, attending ICCCI will be walked to and from their classrooms with childcare staff. The daycare will not be responsible for Nursery and Kindergarten children from 8:50 a.m. until 11:30 a.m. Once in their classroom, Inkster Community Childcare relinquishes the responsibility of the child(ren). Staff from ICCCI will pick up children from Nursery and Kindergarten from their classrooms at the end of the day. Once children are in the daycare ICCCI assumes responsibility.

While transporting children to school, ratios are always maintained, and outing bags are taken with them.

Transportation

Grades 1 – 6: School-age children independently walk to and from the daycare and classrooms. On school days, the daycare will not be responsible for school-age children from 8:50 a.m. until 12:00 p.m. From 1 p.m. until 3:30 p.m., ICI accepts responsibility for the children when a child enters the daycare and makes verbal contact with the Early Childhood Educators. During transporting children to school, ratios are always maintained, and outing bags are taken with them. Children in grades one through six will walk themselves to their classrooms in the morning, at lunch and after school to the daycare. Once they leave the daycare in the morning and at lunchtime, ICCCI relinquishes any responsibilities.

ICCCI assumes responsibility once these children arrive back to daycare at lunchtime and at the end of the day, at which time a staff member will sign them in.

If a child is not in their classroom upon arrival or does not come back to the daycare at lunchtime or the end of the day, ICCCI will assume they are absent. It is not the responsibility of ICCCI to go looking for the child.

Children who attend other schools other than Inkster School require a bus to transport them to and from the daycare. Parents must coordinate with the Staff to determine the scheduled time of the bus pick-up and drop-off. The Staff will be responsible for the child/ren until they are dropped off inside the school bus and arrive at the daycare grounds from their school. Once the children are with the transportation bus and leave the centre in the morning, ICCCI relinquishes any responsibilities.

Outings

Children and staff will walk regularly on outings throughout the community. Example: parks, library, stores, etc.). Arrangements will be made for alternative modes of transportation to ensure the participation of all children. Public transit will not be used to transport preschool children. During all outings, regular ratios are always maintained. Staff frequently count the children with face recognition and communicate with each other regarding the number of children in attendance. Staff will take an outing bag with them. All Highway Traffic Acts, ex, crosswalks, etc., will be observed by staff and children.

Field trips

When children leave the center by rented bus, parents will be notified 24 hours in advance, and a notice will be posted on the bulletin board and front door. Written parental approval is required for every field trip. A sign will be posted on our main entrance door (where the security buzzer is) indicating the location for each field trip in case you would like to pick up your child before our stated return time. Parents are encouraged to volunteer to assist on trips. During all field trips, regular ratios are always maintained. Children will also wear brightly coloured t-shirts to help with identifying each child. Staff frequently count the children with face recognition and communicate with each other regarding the number of children in attendance.

If a parent does not want their child to attend a field trip, they must make alternate care arrangements. Childcare at the center is not an option on field trip days, as all available staff will attend the trip.

Emergency Transportation

In a medical emergency, the child will be transported to Children's Hospital by ambulance. Parents/guardians will be responsible to cover all costs.

Every effort will be made to contact the parent/guardian immediately.

If ratios allow, an ECE will accompany the child if the parent/guardian/emergency contact is absent; otherwise, the Director will be solely responsible.

Nutrition

Inkster Community Childcare does not provide snacks, milk, or juice.

We encourage families to follow Health Canada's Food Guidelines to provide two nutritious snacks and a lunch every day.

In case of activities involving food, parents are responsible for informing the Centre of all food allergies on their child's registration form.

Lunch

Parents are responsible for sending lunch and cutlery for their children every day. Parents are also responsible for providing their child's snacks for the day. We realize that children's appetites and food preferences change continuously. For this reason, we will attempt to send home any uneaten food you send to keep you informed of your child's eating habits. If you wish to send a hot lunch for your child, please heat it at home and place the food in a Thermos. The staff will not heat any food sent for your child for lunch or snack.

Lunch Fee

Inkster Community Childcare Inc. will charge parents \$5.00 to provide a lunch when no lunch is sent.

Desserts / Junk food

We encourage healthy eating habits. However, food such as chocolate, potato chips, and soft drinks is prohibited and will be sent home with your child at the end of the day.

Food Storage

Parents are responsible for packing their child's food in an insulated bag with an ice pack (frozen juice boxes can be used instead of an ice pack), as lunches and snacks will be stored in the child's locker. All lunch bags, boxes, containers, and individual lunch items are to be clearly labelled with your child's name. Staff will label lunch bags, boxes, and containers with permanent markers if they have not already done so. Food containers and bottles must be non-breakable.

****Children must bring refillable water bottles each day. Staff will refill water bottles as needed.***

Picnic Lunch

In addition, we frequently have picnic lunches outdoors. We recommend using an ice pack to keep your child's food chilled.

Peanut/Nut Policy

All foods containing peanuts and nuts are prohibited and will not be served to children. Please read food product ingredient labels before sending them to your child. (Examples: peanut butter, cookies with nuts, granola bars etc.)

Birthdays and other celebrations

If you are planning to organize a special event or snack to celebrate your child's birthday at our centre, we kindly request you to check with the Director beforehand to ensure that these arrangements are suitable and feasible for the centre. Please note that we cannot serve any food items that are prepared at home. Health regulations allow us to serve only commercially prepared foods.

Kindly ensure that any food that is being brought to the centre is free from nuts and the container has a "Nut-Free" label on it.

Health

General Health

We are concerned for every child's health and must consider contagious factors. When a child's health is a concern and is not on our list of communicable diseases, the director or designate will determine if medical attention is necessary while following public health protocols. Our decision will be based on what is best for the entire Centre, and we will not request a diagnosis except for communicable diseases under public health protocol.

The Director or Supervisor may request Doctor verification for the child to return to daycare.

For additional information, please visit <https://caringforkids.cps.ca/>.

The staff will ensure that toys and equipment are cleaned daily.

Sick Children

Parents and guardians are asked to notify the Centre by 9:00 am if their child will be absent due to illness.

When a child becomes ill at the center, every effort will be made to keep them comfortable, and parents will be notified. It is the parent's responsibility to have the child picked up as soon as possible. When parent/s cannot be contacted, the alternate/emergency contacts you provided upon registration will be called to pick up your child.

A child is considered too ill to remain at the Centre when they are unable to cope and to participate in the full-day program schedule. The supervising staff collaborating with the Director will determine a child's coping ability.

If your child/ren was sent home from school or daycare because they were not feeling well, they can come back if no additional symptoms arise. If new symptoms arise, they must stay home.

If your child tests positive for COVID-19, they must stay home for five days. If you choose not to test your child and they have three symptoms such as fever, sore throat and runny nose you will be asked to stay home for five days or until symptoms have improved.

The use of fever-reducing medication does not mean you are without fever. If a medication is required to attend, your child is too ill to be at daycare.

Communicable Diseases

The following is a list of common illnesses and guidelines used at ICCCI, as set by the Manitoba Childcare Program. A note will be posted on the bulletin board to inform parents of any infectious diseases reported in the Centre. For a more comprehensive summary of the center's management of infectious diseases, please refer to **Appendix D** near the end of your policy manual.

Colds/runny nose – The child may attend daycare, provided no other symptoms exist.

Severe upper respiratory infection - Children who have a nasal discharge of yellow or green in colour or a bad cough will be sent home, and the parent will be advised to consult a physician.

Fever – Temperature reaches 38.0° C, or 100.5° F. Arrangements will be made for the child to go home, and the parent will be advised to consult a physician. ***Please note that parents will not be allowed to administer fever-reducing medicine and then leave. If your child has a fever, you must take them home.***

Vomiting – This is very scary and traumatic for a child. A parent or guardian is needed. The parent will need to take the child home after the first incident. The child must have no re-occurrences in 24 hours before they may return.

Diarrhea – After the 1st incident in one day at the Centre, the child will need to be taken home. Staff may request a swab taken by the child's physician to ensure the child only has the flu. The child must have no re-occurrences in 24 hours before they may return.

Skin rash – A rash may be uncomfortable, itchy, or painful. The rash should be diagnosed in the child's best interest, and proper treatment should begin.

Giardia - (mucus diarrhea caused by a parasite) – The child will only be comfortable and healthy **enough to attend the Centre after being on medication for 24 hours.**

Colds – A child with a cold may attend the Centre, but parents will be contacted if they are visibly uncomfortable, unhappy, or develop a fever.

Ear infection – A child must get a prescription to cure this. Should the child be unusually unhappy, the parent will be contacted.

Infection being treated with antibiotics – The child can return to the Centre once the infectious period has ended. For example, Pink Eye (Conjunctivitis), Strep Throat, Impetigo, Bronchitis, Scabies – 24 hours

Bed Bugs

Bed bug infestations have made a dramatic increase in the Winnipeg area. In response, Inkster Community Childcare Inc. has created the following policies:

- Children are to come to ICCCI in clothes not slept in previously.
- Blankets and stuffed animals (including any soft material toys) will no longer be allowed to be brought from home to the center. Blankets must be taken home weekly to launder.

If staff finds evidence of bed bugs or bites on your child or their belongings, the parent/guardian will be immediately notified, and the following procedures will be requested until all evidence of bed bugs has ceased:

- A fresh set of clothes from the washer/dryer should be brought to the center daily in a sealable storage bag.
- Change the child into freshly laundered garments upon arrival at the center.
- Place the worn clothes in the storage bag and leave the bag in the child's locker. ▪ Repeat daily until evidence of infestation has ended.

In these cases, Inkster Community Childcare Inc. will not be responsible for washing belongings. Should live bed bugs be found, the child will be immediately changed into spare, clean center clothes and the worn clothes will be sealed in a storage bag. The parent/guardian will also be contacted for immediate pick-up.

Head Lice

To reduce the spread of head lice, the Centre will strictly enforce a no-nit policy. When lice are detected on your child, you will be contacted to pick up your child, immediately. We require that your child be treated with a medicated shampoo and that all nits be removed from your child's hair before they return to the Centre. The chance of re-infestation is more significant when all nits are not removed. When a child returns to the Centre after treatment, staff will do a nit check. The parent will remain in the Centre until the check is complete and a decision is made on whether the child may remain or not.

Medication

Staff will administer only medications that a child's physician has prescribed. Medication must be current and in its original bottle with a Pharmacare label. Parents should request two containers from their pharmacy when filling a child's prescription (one for home and one for daycare). This will eliminate parents need to transport medication to and from home, daily.

One ECE will be designated to administer medicine to all children.

Medication Form

The Centre will provide a medication form that must be completed and signed by the parent/ guardian before the Centre administering medications. Non-prescription medications such as Tylenol will not be administered unless prescribed.

Medication Storage

It is the parent's responsibility to give their child's medication directly to a staff member. Medication can be stored at room temperature or in the refrigerator. Medication must not be stored in your child's locker or lunch bag.

Sunscreen

We will apply sunscreen on children during the spring and summer months. Should your child have skin sensitivities to the sunscreen recommended by the Centre, please discuss this with the Director and provide a sunscreen appropriate for your child.

Insect repellent

We will apply insect repellent on children only when required due to numerous mosquitoes. It will not be applied to children's face and hands. Should your child have skin sensitivities to the bug repellent recommended by the Centre, please discuss this with the Director and provide a bug repellent that is appropriate for your child.

Inkster Community Childcare will purchase sunscreen with a sunscreen of at least 30 SPF as well as Off Family Care #2 insect repellent for your child(ren) for July and August. A fee of \$15 will be charged per family.

Diaper creams/ powders

Parents supply any diaper cream or ointment used for their child. Powders and cornstarch are not used due to the hazard of children inhaling/ingesting the dust. If your child uses a medicated diaper cream, parents/guardians must complete a medication form.

Life-Threatening Allergies

Anaphylaxis

Anaphylaxis is a severe allergic reaction that can result in death due to airway obstruction or a severe drop in blood pressure. It is an extreme total body reaction. Our goal is to handle children with life-threatening allergies in a comprehensive and coordinated manner that allows the child to participate safely and to the fullest extent possible in our program.

Health care plan / Authorization forms

Upon enrollment of any child with a life-threatening allergy, we will initiate the process for an Individual Health Care Plan (IHCP) in collaboration with the parent and with a provincial government funding organization called the Unified Referral and Intake System (**U.R.I.S.**) URIS supports children with special health care needs while they are apart from their families.

Parents are required to sign an authorization form for the release of information to **U.R.I.S.**

Parents/guardians will complete an “Authorization for Administration of Adrenaline Auto-Injector” (EpiPen).

EpiPen

Children prescribed with an EpiPen must have it at the Centre every day. Staff will ensure that the EpiPen always accompanies the child. Every effort will be made to support the child in an age-appropriate manner to assist them in managing their healthcare needs.

If a child who uses a puffer or an EpiPen comes to the centre without one, he or she will not be allowed to attend. Staff will regularly check puffers and EpiPen’s for expiry dates. It is the parent’s responsibility to ensure the dates on the medications sent to the centre for their child are not expired.

Emergency medical attention

When an EpiPen is used, an ambulance will be called immediately, and the child will be transported to the hospital.

For any injury that appears to require medical care, staff will contact a parent immediately. If the staff feels that the injury is of sufficient severity and that waiting for the parent would cause undue complications, the staff will call an ambulance first and then the parent.

Any ambulance costs will be the parent’s responsibility.

Staff training

All staff will be made aware of each child’s Individual Health Care Plan and Emergency Response Plan that is put in place. When your URIS application is approved, staff will receive specialized training with a Registered Nurse through URIS.

Safety

Centre Safety Plan

Inkster Community Childcare Inc. implemented a **Centre Safety Plan / Safety Charter** to provide guidance and direction to the staff, Board Members, and families of ICCCI. In addition, this plan will help ensure the safety of the children, families, staff, visitors, and volunteers.

ICCCI's **Safety Charter** includes procedures and policies for the following:

- How to prepare and respond to a variety of emergencies. (E.g., fire, tornado, threatening behaviour, anaphylaxis etc.)
- How to evacuate safely to our designated place of shelter at **Atlantic-Garden City United Church – 725 Atlantic Ave - Winnipeg**
- How and where to provide shelter-in-place.
- How and where to evacuate to a place of shelter.
- When and how to close the Centre due to severe weather.
- Procedures to ensure the safety of children with anaphylaxis or other health-related emergencies.
- How to ensure a safe indoor and outdoor environment.
- To control and provide safe visitor access.

The Safety Charter for Inkster Community Childcare Inc. is available for parents and guardians in the Director's Office for review.

Safe Practice

The following safety policies have been established to assist in maintaining a safe environment.

- Hot beverages are not allowed in the playrooms, gym and playground areas.
- Wet/dirty footwear must be removed before entering the playrooms.
- When changing your child's diaper, staff must follow the posted diapering procedures.
- Children are always supervised on the diaper change table.
- Exit doors are opened by adults only.
- The intercom system is to be used by adults/parents.
- Children must be accompanied by an adult when entering the kitchen.

Staff Training

Staff receive training and review in:

- Emergency first aid
- Infant and Child CPR
- Centre's safety plan
- Use of fire extinguishers
- Protocol and reporting for abused children.

Emergency Evacuation

Emergency evacuation drills will be conducted monthly. We will practice evacuating to our shelter away from the Centre twice a year.

Accident/Incident Reports

All incidents/accidents that the staff is aware of will be documented. Every effort is made to ensure children receive a balance of adult direction and individual time for themselves. Any questions or concerns regarding

an incident/accident can be brought to the staff's attention. Parents can request a copy of the incident report to receive the reports.

Hospital Attention

Should a child require hospital attention, the Director, or designate, will decide how to transport the child. Transport to Children's Hospital will be ambulance. Parents will be responsible for the cost of transportation provided. Parents will be notified immediately, and an ECE will remain with your child until you arrive at the hospital.

We will notify the Early Learning and Childcare Division within twenty-four (24) hours of an incident.

Child Protection

We are committed to providing a safe and secure environment for all children in our care and strive to reduce the vulnerability of both children and staff.

Program

We strive to be positive role models for children while nurturing their self-esteem and self-respect. Violent play is always discouraged and is replaced with cooperative and peaceful strategies. Preventative policies in place are:

- Thorough screening of staff, including criminal record and child abuse registry checks ➤ Close supervision of children
- Regular staff meetings
- Ensuring licensing standards are being met or exceeded.

Child Abuse

If, for any reason, we believe a child is being abused (emotionally, physically, or sexually) or neglected, we are required by law to report these suspicions to Child and Family Services of Winnipeg.

Staff Education

The director shall annually review the Protocol for Childcare Workers manual with staff as set by Manitoba Child and Family Services.

Intoxication

Any individual who arrives at the Centre and appears under the influence of drugs will be asked to leave the premises immediately.

Should a parent or guardian insist on taking a child while intoxicated or under the influence of drugs, we will encourage accompaniment with another adult who appears not to be under the influence.

Should a parent/guardian leave the Centre under these conditions with the child, are not accompanied by another sober adult, and are concerned about the child's safety, we will report to Winnipeg Child and Family Services and the Winnipeg Police Department.

Guardianship and Court Orders

Inkster Community Childcare Inc. requires copies of any legal forms stating the details about childcare arrangements, care, and custody. Without such documentation, the centre must ensure equal access and communications regarding the child to each parent or guardian. The centre follows the Manitoba Early Learning

& Childcare Program's protocol: Understanding Custody Arrangements and Court Orders Issued by the Criminal or Family Law Courts.

Parental Involvement

We are very aware of the busy lives parents/ guardians lead but recognize that parents want to be involved in their child's Centre. Some options for parents are:

- Bringing in valuable junk for the children's use: paper, fabric scraps, buttons, wool, paper rolls
- Donations /Fundraising: participate and support our fundraising campaigns.

Centre Policies

All parents/guardians are expected to read and abide by the Centre's Policies.

Policies ensure the successful and efficient operation of Inkster Community Childcare Inc. ICCCI policies occasionally change; the Board of Directors discusses and decides upon amendments.

The director will email parents of any changes in policies. Once families are notified of policy amendments, these new policies will come into effect.

Board of Directors

The Centre business is governed by a Board of Directors consisting of parent and community member volunteers. Family members of Inkster Community Childcare Inc. staff are not eligible for Board membership. The Board of Directors has management responsibilities in the areas of policy, finance, direction, and public relations. Members are elected at the center's Annual General Meeting. Business is conducted at monthly meetings. For more information regarding the Board of Directors, please see the Director –, or one of the Board Members.

AGM

The Centre is required to conduct an Annual General Meeting (AGM) in May, as per the regulations set by the Early Learning Childcare. Parents will receive a notification 21 days prior to the meeting date. This meeting is a valuable opportunity for parents to connect with each other and learn about the centre's achievements and future objectives.

Donations

When a donation of cash or a large item takes place, a charitable donation receipt will be issued.

Fundraising

In a typical year, Inkster Community Childcare Inc. conducts at least two fundraisers throughout the year. All parents are asked to participate in these fundraisers. Funds generated by these campaigns are used to enhance program quality, including toys, indoor equipment, art supplies, playground equipment and field trips.

All parents are respectfully asked to participate in fundraising campaigns. If you find your participation impossible, we encourage you to make a one-time \$25.00 donation to the center. Should you contribute to our fundraising efforts, please specify as such so you can be given a charitable tax receipt for income tax purposes.

Cost of Childcare

Childcare Fees/ Billing periods

The Early Learning and Childcare Division sets fees and billing periods. **See Appendix.**

Billing occurs every four weeks as per the schedule set by the ELCC Division. Parents are given a period of one week from the billing date to pay their fees in full. If the payment is not received by the due date, a penalty of \$1.00 per child per day will be imposed until the full overdue amount is paid. Failure to pay the fees and penalty within five working days after the due date will result in the loss of the daycare spot. Delinquent accounts will be pursued through either a small claims court.

Registration

When registering a child, parents are required to pay a non-refundable registration fee of \$100.00. Additionally, upon enrollment, a deposit of \$100.00 is required for both preschool and school-aged children. This deposit will be applied to the child's final bill when they are withdrawn from the program.

Payments

Bills will be sent out on the Friday before the billing period. See Appendix B for billing periods.

EFT/PAD

Effective October 1, 2015, all payments will be made by Electronic Funds Transfer (EFT). The preauthorized EFT will be biweekly only. A \$1.00 fee is levied on each transaction by the company administering the pre-authorized automatic debit (PAD) transactions. NOTE: Pre-authorized automatic debit (PAD) transactions may take three to four business days to complete for funds to be withdrawn from your account. Transaction times will vary depending on your financial institution. Starting January 1, 2024, families will be billed one lump sum for each child's admin fee of \$26.00.

If your subsidy decision form has not been received by your child's start date, you will be billed for the total cost of care. Upon receipt of your subsidy decision form, your billing will be amended and revised, if required, to reflect the subsidy decision.

The Centre will be closed for two weeks in August. Parents are not charged for these two weeks.

Parents must pay fees for all days their child is enrolled in the ICCCI program, regardless of the actual days attended; fees will be paid on all statutory and general holidays, sick days and absent days that apply. Fees will also be paid during family vacation time (or other extended absences away from the Centre) to hold the child's space.

Receipts will be issued for all fee payments. Please retain these for your records.

Fees for children affiliated with Child and Family Services will be billed directly to the foster parent. The foster parent pays Inkster Community Childcare Inc. according to the set fee schedule. The foster parent is also responsible for securing reimbursement from the appropriate agency.

NSF

Should your EFT be returned as NSF, a \$25.00 fee is automatically charged in addition to your parent fees. The outstanding fees and NSF charges must be paid within one week. Failure to do so will result in the withdrawal of your child.

Late payment

Fees not paid by the end of the four-week billing period may terminate your child's space.

Year-end receipts

Parents will be issued tax receipts for the full amount of childcare fees paid in the previous year by the last week in February at no cost. A fee of \$10.00 will be charged if a replacement tax receipt needs to be issued.

Children Acceptance

Please note that enrollment in our Preschool Program guarantees a space for the child until they reach the age of five years old. Our school-age program has a maximum capacity of 45 children, subject to availability based on the number of departures from the program. In the event that there are no available spaces in our school-age program when the child enters grade one, it is the responsibility of the parents to make alternative arrangements for their child.

Subsidy

The Early Learning and Childcare Division, helps some families to pay part of their childcare fees via subsidy. Government subsidy is available for families who qualify according to family income and childcare needs.

Applications for subsidy are available at the administrative office or may be completed online at www.gov.mb.ca/childcare. The parent is responsible for completing the application and enclosing all the necessary documents. If you require assistance, please see the Executive Director. Completed applications shall be submitted to the Childcare Subsidy program at 102-114 Garry St. Please ensure your subsidy applications are submitted on or before your child's first day of care at ICCCI.

Total fees will be applicable until the center receives notification of subsidy approval. The parent is responsible for providing the center with confirmation of subsidy approval either by phone or in writing.

Please ensure you are aware of subsidy expiration dates and allowable absent days. It is the parent's responsibility to re-apply for subsidy. Make sure your application is submitted in advance of the expiry to ensure you are again approved before the start of the next billing period. Parents will be invoiced the total amount of childcare fees if confirmation of the re-approval has not been received in our administrative office before the subsidy expires. Subsidized families will be invoiced the full childcare fees if they exceed their allowable absent days.

Change of information

The family is responsible for notifying the Childcare Subsidy program if any changes (i.e., marital status, income, employment status, address, etc.) to their subsidy information occur during the subsidy approval period.

Subsidy Approval

A subsidy approval form will be mailed to you and the Centre.

Subsidy Renewal

A renewal notice from the Childcare Subsidy Program will be sent to you in the mail. Please complete and return promptly to ensure continued subsidy.

Parents will be responsible for paying the full cost of care when not covered by subsidy due to a late application. **See Appendix A** for more subsidy information.

Withdrawal

Notice

Inkster Community Childcare Inc. requires **written** notice two weeks before withdrawing services from our programs. Parents will be charged for the two weeks following the day the center became aware of the child's withdrawal. In these events, all subsidized families will be billed total fees during the two-week withdrawal period, less any amount the Childcare Subsidy program will pay for any absent days used over the allowable absent amount. Fees must be paid up to date before the child's last day at the centre.

Any fees or Deposits refunded by the centre will be made via cheque. The centre reserves the right to provide parents with a two-week notice if they violate the Parent Policies or for any other reason it deems necessary.

Termination

If a child has been absent from the Centre for five (5) consecutive days, and we have yet to be notified, the child will be considered withdrawn.

Appendix – Childcare Fees

	Total Cost of Care	Non-subsidized Portion (minimum)	Subsidy
PRESCHOOL	\$10.00 per day \$200.00 per 4 weeks	\$2.00 per day \$40.00 per 4 weeks	\$18.80 per day \$376.00 per 4 weeks
SCHOOL AGE	\$ 10.00 per school day \$200.00 per 4 weeks \$20.80 per *in-service/holiday <u>\$416.00 per 4 weeks</u>	\$2.00 per day \$40.00 per 4 weeks	School age subsidy rates will vary monthly due to school in-services and holidays

*****Inservice Days include Christmas break, Spring break and summer break*****

Appendix A: Subsidy

Subsidy applications must be submitted to Childcare Subsidy Program no later than the last day of the four-week attendance reporting period in which the child is enrolled.

Our Centre receives copies of all subsidy information you receive. We keep this information on file and strongly encourage you to do the same.

Request for information

When required information is not submitted with an application, a “request for information form” will be issued. If that information is not received by the due date stated a final request for information may be issued. If this information is still not received, subsidy will be suspended.

Approval for childcare subsidy – once processing is complete a subsidy approval form will be sent to you. Please note the following:

- *Approval period* – This is the length of time you will be subsidized.
- *Allowable absences* – this is the number of days your child may be absent from the center and still receive subsidy. If all allowable absences are used prior to the end of your approval period, parents will be responsible for paying full fees for any further missed days within that approval period.
- *Maximum days approved per 4-week billing period* – this states the number of days you are subsidized per 4-week billing period.
- *Family contribution* – this is the amount partially subsidized families must pay for each 4-week billing period. This is in addition to the \$40.00 non-subsidized fee per billing period.
- *Child Identifier* – Each subsidized child is assigned a number, which should be used whenever corresponding with the subsidy office.

Subsidy Renewal

A renewal notice will be sent to you from Childcare Subsidy Program. If one is not received it is still the parent’s responsibility to ensure a reapplication is submitted. Please complete it promptly to ensure continued subsidy. If subsidy is not renewed by the stated due date, parents will be billed for full cost of care for each day until the new approval period is established.

Appendix B: Billing Calendar

Start	End
December 11, 2022	January 7, 2023
January 8, 2023	February 4, 2023
February 5, 2023	March 4, 2023
March 5, 2023	April 1, 2023
April 2, 2023	April 29, 2023
April 30, 2023	May 27, 2023
May 28, 2023	June 24, 2023
June 25, 2023	July 22, 2023
July 23, 2023	August 19, 2023
August 20, 2023	September 16, 2023
September 17, 2023	October 14, 2023
October 15, 2023	November 11, 2023
November 12, 2023	December 9, 2023
December 10, 2023	January 6, 2024
January 7, 2024	February 3, 2024
February 4, 2024	March 2, 2024
March 3, 2024	March 30, 2024
March 31, 2024	April 27, 2024
April 28, 2024	May 25, 2024
May 26, 2024	June 22, 2024
June 23, 2024	July 20, 2024
July 21, 2024	August 17, 2024
August 18, 2024	September 14, 2024
September 15, 2024	October 12, 2024
October 13, 2024	November 9, 2024
November 10, 2024	December 7, 2024
December 8, 2024	January 4, 2025

Appendix C: Staff and Board of Directors Members

Staff of Inkster Community Childcare

Executive Director	Linda	ECE III
Preschool / Nursery Room	Lexi	ECE II
	Joanne	ECE II
	Mya	CCA
Kindergarten Room	Kerry	ECE III
School Age Room	Maria	ECE III
	Ayana	CCA
	Amanda	CCA
Housekeeper/School age	Nevenka	CCA
Enhanced Staff	Amanda	CCA
	Harpreet	CCA

Board of Directors

Chairperson	Diana Tudryn
Vice Chair	Christine West-Murphy
Secretary	Leanne Siedler
Treasurer	Jody Onagi
Members-at-large	Andrea Carvalho
	Brittany Bushie
	Megan Berry

Appendix D: Winnipeg Regional Health Authority – Management of Communicable Diseases

These guidelines, based on those developed by The Canadian Pediatric Society, have been developed to assist parents, schools and day cares to understand the methods of spread and prevention of certain diseases. However, it should be remembered that some infected persons might have mild or no symptoms but still be able to spread the disease. Many diseases begin with the same symptoms (e.g.: common cold, chicken pox, whooping cough) and are most infectious in the early course of the illness. Consult with your local Public Health Nurse for further information.

Respiratory and Other Infections Prevention:

- Importance of good handwashing
- Careful disposal of soiled tissue, diapers etc.
- Cover mouth and nose when coughing, sneezing.
- Immunization if disease is vaccine preventable.

Disease	Transmission (Spread)	Symptoms	Infectious Period/Exclusion
<i>Respiratory and Other Infections</i>			
Common cold	Person to person by sneezing, coughing. Indirect spread by contaminated hands, objects.	Runny nose, sore throat, cough.	Infectious from 1 day before to 7 days after onset. Exclusion not necessary unless too ill to take part in activities.
Scarlet fever- caused by Group A Streptococcus bacteria	Person to person by sneezing, coughing, rarely by indirect contact with objects.	Rash (feels like sandpaper) most often on the neck, chest, armpits, elbows, groin and thighs. There may be flushing of the cheeks and paleness around the mouth.	Infectious and exclude until 24 hours after treatment has begun.
Strep throat- caused by Group A Streptococcus bacteria	Person to Person	Fever, sore throat, headache. Should see physician as antibiotic treatment may be required.	Infectious and exclude until 24 hours after treatment has begun.
Conjunctivitis- Pinkeye	Person to person by direct and indirect contact with discharge from eye.	Redness, itching, pain and discharge from the eye. Treatment for infection will be needed if pinkeye due to bacteria.	Infectious for duration of illness or until 24 hours after treatment started. Exclude only if discharge is pus and then until the antibiotic has been taken for 1 full day.
Mononucleosis- caused by Epstein-Barr virus	Person to person by saliva.	Fever, sore throat, enlarged lymph nodes, fatigue, weakness. Can last for several weeks. Any age group can get “mono” but illness most noticeable in young adults.	No exclusion necessary unless too ill to attend school or day care. This is due to the fact that illness is not very infectious and may be shed for a long period
Chicken Pox- varicella zoster virus	Spread person to person via respiratory secretions and to a lesser extent from the in the blisters.	Sudden onset of fever, malaise, rash with small blisters on top which become crusted and itchy.	Spread of chicken pox occurs mainly before blisters appear by the respiratory route. Exclusion from school, day care not necessary unless too ill to take part in activities. Vaccine preventable.

<p>Shingles- herpes zoster</p>	<p>Shingles is a reactivation of the latent virus that causes chickenpox. Spread occurs only from the blister fluid.</p> <ul style="list-style-type: none"> • One cannot get shingles from a case of shingles. • Must have had previous. chickenpox illness to get shingles • A person can get chicken pox from a case of shingles if they have not had the disease. 	<p>Shingles causes numbness, itching, or severe pain followed by clusters of blister-like lesions in a strip-like pattern on one side of the body. The pain can persist after the lesions heal.</p>	<p>Slightly infectious from vesicle fluid. No exclusion necessary unless too ill to take part in activities.</p>
<p>Cytomegalovirus- CMV</p>	<p>Person to person by direct contact with body fluids such as blood, urine, or saliva.</p>	<p>Most children have no symptoms when they become infected with CMV. Most people eventually become infected. In older children's symptoms may include fever, sore throat, enlarged liver and malaise. CMV can be passed from mother to the child before birth and may cause birth defects.</p>	<p>No need for exclusion from childcare</p>
<p>Meningitis- may be caused by bacteria, virus or fungus.</p>	<p>Spreads person to person by secretions from nose and throat.</p>	<p>Sudden onset of fever, vomiting, loss of energy, headache, stiff neck and back. Viral: is a serious but rarely fatal. Symptoms last 7-10 days and the person recovers completely. Bacterial: Can be serious and result in death or disability if not treated promptly. Close contacts are treated with antibiotics prophylactically.</p>	<p>No exclusion for viral meningitis.</p> <p>Bacterial meningitis cases are not infectious 24 hrs after start of appropriate antibiotics.</p> <p>Contacts of a case do not need to be excluded.</p>
<p>Roseola – caused by a human herpes virus</p>	<p>Method of spread unknown at this time, not very infectious.</p>	<p>Occurs most often in children 6-24 months. Symptoms begin with a fever which progresses to a rash. The rash is mainly on the face and body and looks like small red spots. Gets better without treatment.</p>	<p>No exclusion necessary unless child too ill to participate in activities.</p>
<p>German Measles</p>	<p>Person to person. Virus present in respiratory secretions.</p>	<p>Mild fever, sore throat, swollen glands in neck. Rash consists of small red spots, which start on scalp and face and spread rapidly over entire body. Vaccine preventable.</p>	<p>Infectious for a few days before onset of rash and 7 days after. Exclude for 7 days after onset of rash.</p>
<p>Whooping Cough</p>	<p>Person to person. Bacteria present in respiratory secretions</p>	<p>Begins with cold symptoms and cough progresses to spasms that may result in vomiting. Vaccine preventable.</p>	<p>Infectious from onset of runny nose until 3 weeks after onset of spasm- like cough, exclude until 5 days after start of appropriate antibiotics or 3 weeks after onset of cough.</p>
<p>Mumps</p>	<p>Person to person. Virus present in respiratory secretions.</p>	<p>Fever, swelling of salivary glands that cause swelling of cheeks and face. Vaccine preventable.</p>	<p>Infectious for 7 days before and 9 days after onset of swelling. Exclude for 9 days after onset of swelling.</p>

Hand, Foot + Mouth Disease	Person to person. Virus present in respiratory secretions.	May have fever, headache, red spots with small blisters on top may appear especially on hands, feet and inside mouth.	Exclusion not necessary unless too ill to take part in activities. Most infectious before onset of rash and can be excreted in the stool for a period.
RSV – Respiratory Syncytial Virus	Person to person. Virus present in respiratory secretions and on contaminated objects or surfaces.	Fever, runny nose, cough and sometimes wheezing. Common cause of bronchiolitis and pneumonia in children under 1 year of age.	Infectious until symptoms stop (usually 8 to 15 days) but there is no need for exclusion unless child too ill to attend.
Influenza	Person to person. Virus present in respiratory secretions.	Fever, chills, cough, sore throat, headache, muscle aches.	Infectious until symptoms stop (3 to 5 days) but there is no need for exclusion unless child too ill to attend.
Fifth's Disease (slapped cheek)	Person to person. Virus present in respiratory secretions.	Mild fever, flu-like symptoms, a rash will appear 1 week after onset of symptoms. The rash on the face appears as a 'slapped cheek' and spreads to the rest of the body.	Exclusion not necessary unless too ill to take part in activities. Most infectious before onset of rash.
<i>Skin and Scalp</i>			
Head Lice	Spread person to person. Requires close direct contact. To a lesser extent spread can occur through sharing of combs, brushes, headgear.	Presence of lice and nits in the hair. Scalp itching- usually around the ears or nape of the neck.	Exclude until treated, nit removal may be necessary to cure some cases.
Scabies	Spread person to person. Requires close direct contact.	Very itchy rash - usually appears on fingers, elbows, armpits, and abdomen. Scabies requires treatment.	Infectious until treated. Exclude until treated.
Molluscum contagiosum	Person to person by direct contact with the lesions.	Viral skin disease consisting of smooth-surfaced, firm and round papules. Lesions on children are usually on the face, trunk, and upper area of arms and legs.	Treatment with liquid nitrogen or topical applications of salicylic acid. No exclusion but avoid direct contact with lesions.
Ringworm	Spread by direct contact with an infected person or animal, or objects or surfaces contaminated with the fungus.	Rash that is flaky and itchy. On the scalp it may leave a flaky patch of baldness and on other areas of the skin the rash is ring like and may itch or burn.	Child excluded until treatment started. The fungus is no longer present when the lesion begins to shrink.
Cold sores- Herpes simplex 1	Direct contact with the sores or saliva of infected person.	Fever, runny nose, painful sores on lips or in the mouth.	Exclusion of children with simple Herpes simplex is unlikely to control the spread. However, consideration may be given to children with open lesions who are biters or droolers or who mouth toys. Cold sores generally clear up on their own but there are antiviral treatments available. Infectious for 1 week during first infection and 5 days during recurrent cold sores.
Impetigo	Person to person by direct contact.	Pustules or crusted rash on face or exposed parts of body (arms and/or legs). Impetigo requires antibiotic treatment prescribed by a physician.	Infectious from onset of rash until 1 day after start of treatment with antibiotics, exclude until 1 full day of treatment.

Appendix E: Parent/Centre Agreement

IF YOU ARE A TWO PARENT FAMILY, EACH PARENT IS REQUIRED TO SIGN BELOW.

Inkster Community Childcare Inc.

633 Inkster Blvd,
Winnipeg, Manitoba
R2W 0L3

I, _____ HAVE READ,
PARENT'S NAME – PLEASE PRINT

UNDERSTAND AND AGREE TO COMPLY WITH THE POLICIES OF
INKSTER COMMUNITY CHILDCARE INC.

DATE _____ PARENT SIGNATURE _____

Inkster Community Childcare Inc.

633 Inkster Blvd,
Winnipeg, Manitoba
R2W 0L3

I, _____ HAVE READ,
PARENT'S NAME – PLEASE PRINT

UNDERSTAND AND AGREE TO COMPLY WITH THE POLICIES OF
INKSTER COMMUNITY CHILDCARE INC.

DATE _____

PARENT SIGNATURE _____