

SEVEN OAKS
CHILD DAY CARE
CENTRE, INC.

2300 McPhillips St.
R2V 3M3

School-Age Program
25 Morrison Ave.

*(September to June Only for school-age at both
locations)*

Phone: 632-3691

Email: socdcc@sogh.mb.ca

Dear Parents,

Welcome to the Seven Oaks Child Day Care Centre, Inc.

The following information is designed with both you and your child in mind, in an effort to promote a better understanding of the set-up and functioning of our Day Care Centre.

Enclosed you will find the Centre's policies, program outline, and our philosophies and goals, a registration form, medical forms and subsidy application.

The completed registration form and health form must be returned to the day care prior to your child starting.

The completed subsidy application (if applicable) must be returned to Child Day Care prior to your child starting.

Please feel free at any time to discuss with the Director any concerns or questions you may have.

The Day Care staff will also be happy to discuss any questions you may have relating to your child's daily care.

Yours Truly,

Susana Lam
Director

Revised: March 2018

Purpose:

The establishment, operation and maintenance of the Seven Oaks Child Care Centre, Inc. serves to accommodate the employees of the Seven Oaks General Hospital, as well as members of the community at large.

Vision

To ensure and promote:

- *the inclusion and positive development of **all** children
- *uninterrupted, joyful opportunities for curiosity, exploration, wonder and discovery indoors and in nature
- *respectful collaboration between children, staff and families as active and knowledgeable partners

Philosophies and Goals:

1. To provide an inclusive environment that ensures accessibility, participation, trust, support and joy for all children
2. To recognize and collaborate with each child in their desire to reach their full potential:
 - a) Socially
 - b) Emotionally
 - c) Intellectually
 - d) Physically
 - e) In nature
3. To guide and support each child's desire to get along with others -- younger children, peers, and adults. Through positive interactions, supportive adults and problem-solving experiences each child learns to:
 - a) Understand and regulate their emotions and actions
 - b) Exchange thoughts and ideas and listen to those of others
 - c) Experience personal values and respect those of others
 - d) Communicate with others in a comfortable and meaningful manner
4. To support and collaborate with each child's natural desire for independence:
 - a) Encourage and give meaning to independent thoughts and ideas
 - b) Respect and value a child's ability and right to make choices
 - c) Attend to personal hygiene -- dress, wash, etc.
 - d) Big body and risky play in nature and indoors
5. To help each child gain a sense of responsibility.
6. To help each child gain a positive self-image and respect for others.
7. To provide an environment that is rich in language development and communication.
8. To help each child be an individual by setting and modelling an atmosphere of mutual trust, delight and respect for one another

Philosophy of Inclusion

Inclusion is an integral part of our program and *all* children are welcomed into the centre. We believe that all children deserve to be in an environment that is comfortable and holds meaning for them. We respect the abilities of all children and view inclusion as a process which acknowledges comfort and meaning in a child's day and includes a balance of group and direct support facilitated by an Inclusion Support Staff.

Additional Support Needs is a term used when children require some changes or adaptations to their environment in order to achieve their maximum potential and participate meaningfully and comfortably in the daily program.

We adhere to the following:

Access: *all children are able to attend our program (hours/days) and we make efforts to ensure **visible** community awareness of our child care and early learning program
*our environment is designed to allow for complete accessibility with adaptations made as required to equipment, routines and daily transitions
*a naturally occurring proportion (**10 to 15%**) of individuals with support needs

Participation:

*indoor and outdoor environments, experiences and routines **are adapted** as needed to ensure a comfortable and meaningful experience for all children
*opportunities for children to learn from one another and to engage in meaningful social relationships with each other and adults
*opportunities to learn in an environment that promotes **respect** for unique needs (supports are provided in natural environments that are comfortable and appropriate for the child and family)
***inclusion may be a process** for some children that **begins** within a trusting **relationship** with one adult and build towards more complex relationships
*all areas of developmental needs are important and promoted

Support *with **parental support** we will initiate referrals, consultations, intake meetings and review meetings

*we will work with families in making decisions to seek out early intervention, resources, workshops, etc.

*we will **advocate** for and access available funding from the Manitoba Child Care Program and Family Services to ensure that appropriate supports are in place (ie. staffing, equipment, consultants, etc.)

*under the direction of the **Program Supervisor** and management, inclusion support staff will provide a **balance of direct/indirect support** and ensure that all partners work and communicate effectively in sharing knowledge and expertise

*centre staff is provided with both in-house and additional training as required

*in direct consultation with therapists and at regular monthly meetings staff will ensure that all recommendations will be implemented

*the process of transitioning to school will begin in the spring in consultation with parents, staff and specialists

***Individual Program Plans** will outline and review goals to be carried out with flexible, responsive and respectful practices, in moving towards full inclusion

Behaviour Management Policies:

We do not permit or practice any form of physical punishment, verbal or emotional abuse or denial of physical necessities for any child. We understand age and developmental differences will determine appropriate and inappropriate behaviours. The developmental capabilities of each child will always be considered when determining both the expectations for behaviour and consequences of inappropriate behaviour.

Our behaviour management policies are as follows:

- a) Encourage the children to express their emotions using positive means
- b) Take time to listen
- c) Clearly outline established limitations
- d) Encourage problem-solving techniques and provide re-direction
- e) Provide positive re-enforcement

What do I need to bring to day care:

- A blanket for nap time (*to remain at centre if possible*)
 - A few changes of clothes and shoes
 - Indoor and outdoor shoes
 - Diapers, wipes, etc. (if applicable)
- Appropriate outdoor clothing for all weather (i.e. ski pants, waterproof, warm mittens and boots, rain boots and pants, sun hats etc.)

Administrative Policies:

Hours of Operation:

Monday through Friday, 7:00 a.m. to 6:00 p.m. for pre-schoolers; 7:30 a.m. to 5:30 p.m. for infants. These hours may fluctuate based on enrolment. Days and hours of attendance are available to *all* children. It is suggested that your child's day should not exceed the parent's working day including 40 minutes travel time. Our school-age program at Morrison is open from September to June. The hours at Morrison are 7 am to 8:30 am and 3 pm to 6 pm. On inservice days, Christmas and Spring Break the school-age program at Morrison is open from 7 am to 6 pm. and care is available for the full day.

Information and Health Records:

Parents are required to ensure that all work, home phone numbers and addresses as well as emergency contact numbers must be current. Please advise the centre of any changes. Health records of your child's health status are required by the Community Services and Corrections Department of Manitoba. These health examinations should be performed by your child's physician and will include your child's immunization records, allergies and physical growth. The Manitoba Health record card attached to the registration form must be signed by the attending physician to be valid.

Registration Fee:

A registration fee of \$50.00 is payable on the same day a space has been confirmed and accepted. This fee is non-refundable if the child does not begin Day Care. Should this registration fee not be received, the Centre will assume that the family no longer requires care and have automatically removed their child's name from the waiting list. In this situation, should care be needed in the future the family will be required to pay the registration fee prior to once again having their child's name placed on the waiting list. A deposit of \$20.00 per card is required for the access card to enter the parking lot as well as the centre.

Fee Rates:

The Seven Oaks Child Day Care Centre is operating under the government Child Day Care Program. Some parents may be eligible for government subsidy, which is determined by family net income. If you feel you may be eligible for government subsidy please apply before your child is enrolled in the day care. You may contact the subsidy clerk at the Day Care Office at 945-2197.

A parent shall be required to pay the parent portion of fees as estimated by the Day Care Office, prior to the actual subsidy decision. In the event of a difference between the estimated figure and the decision figure, the difference shall be reimbursed or charged as necessary. The centre provides a Hot Lunch Program for which a fee of \$3.00 per day is charged.

Terms of Payment:

Fees must be paid by cheque or money order on the first Friday of the billing period. Invoices will be placed in the parent pockets. Any problems encountered with fee payment must be discussed and settled with the Director of the Centre. The Day Care Centre's budget

in accordance to the funding permitted by the government is very restrictive; therefore, all fees must be paid promptly. The Day Care reserves the right to cancel a child's day care spot and may take legal action if fees are not paid in accordance with the policy as follows:

Payments received after the "Due Date" will be considered a late payment and the following charges will apply.

- (i) Week 1 – no charge
- (ii) Week 2 – no charge
- (iii) Week 3 – (Monday 8:30 am) \$5.00 Late Payment Charge
- (iv) Week 4 – (Monday 8:30 am) \$5.00 Late Payment Charge
A letter will be given to the parent requesting a payment plan.
- (v) Week 5 – (Monday 8:30 am), Child Care services will be withdrawn and \$10.00 Late Payment Charges will be added weekly after this date until account balance = 0.

If the family has withdrawn the child between (i) and (v) and left an outstanding balance, the following steps will be taken:

- (i) A 2% Interest Charge will be added monthly to the balance and action such as a Collection Agency or Small Claims Court will be taken.

NSF cheques will result in an administrative fee of \$10.00 and the bank charges to the centre (currently \$5.00) for a total of \$15.00

Failure to follow the procedures outlined in the above plan is considered grounds for withdrawal of service as stated in (v) above.

Additional Fees:

- a) Statutory Holidays/Vacation:
Parents are required to pay for statutory holidays in order to secure the fixed costs of the day care centre.
To maintain a spot for your child during a vacation period, parents are required to pay full fees.
- b) Hot Lunch Program is served for \$3.00 per day (Optional)
- c) Illness:
Full fees must be paid in case of illness in order to maintain the child's spot.
- d) Late Fees:
The daycare is open from 7:00 a.m. - 6:00 p.m. Parents or escorts are expected to arrive in enough time to dress your child, gather their belongings and leave the centre by 6:00.
**A late fee will be charged. \$10.00 from 6:00 – 6:15 pm
plus \$20.00 for any time from 6:15 - 7:00**
If you are late you will be required to complete a "late form" and then submit it to the office with payment. (late fee may be added to billing if requested)

Please note that if no family member can be reached by 7:00 pm., Child and Family Services will be contacted.

Enrolment and Waiting List:

The ages of children attending the Centre range from 3 months to 6 years of age. Subsidies are available to those parents who qualify. Forms are available at the Day Care and must be completed and returned to the Centre prior to a child's enrolment.

Priority is given to parents in the following order:

- 1) Full-time and part-time employees of the Seven Oaks General Hospital.
- 2) Staff and parents with children already enrolled in program
- 3) Children with additional support needs are identified within the waiting list in order to ensure that supports are in place upon enrolment. (approximately 10 to 15% of the population are individuals with support needs and we ensure that our enrolment is reflective of this naturally occurring percentage)
- 4) Re-registration for children withdrawn during the months of July/August in September
- 5) Community at large.
- 6) Part-time children. (as per availability).

Waiting List:

A waiting list is maintained and updated. Children are enrolled in the centre based on an opening in one of the six age-groupings, keeping in mind the naturally occurring proportion of persons with additional support needs. The first age appropriate child from the waiting list will be notified of the opening. The six groupings are: Infants (3 months to 2 years), Chickadees (2 years), Budgies (2 and 3 years), Robins (3 and 4 years), Owls (4 and 5 years), Eagles (5 and up), Falcons (6 to 12).

Casual Care for Hospital Employees:

Is based on the availability of spaces; parents call the morning of to see if there is room for child to stay. Rate is a daily charge of \$20.80, plus additional \$3.00 for hot lunch which is optional.

School-Age Program

At our Morrison School-Age Program all families enrolled are eligible for a full day spot on in-service days, and any school holidays between September and June. Full fees will apply on all in-service days and school breaks (Winter Break and Spring Break).

Please note the Morrison program operates only from September to June.

Within our location at the Seven Oaks Hospital we offer 10 school-age spots for **before** and **after** school care during the months of September to June. Summer spots are dependent upon the wait list and availability. **Please note that these spots are not full time.** For care on in-service days parents are asked to let us know in advance, and care will be offered on a first come, first serve basis pending availability. Please notify staff in the Eagle Room of

your needs. We have been able to accommodate parents in need, either at the hospital site or at the Morrison location.

Hours Policy:

A child's day should not exceed your work hours plus 40 minutes maximum total travelling time. This is important for your child and also ensures our child/staff ratios at the start and end of the day. In order that your child derive full benefits from our program it is advisable that your child be in the Centre before 9:30 a.m.

Upon prior arrangement, the day care staff will accompany kindergarten and school-age children to bus pick-up sights and will ensure that the child is safely boarded. Day care staff will also meet children at the bus drop-off point.

Confidentiality Policy:

The day care will ensure that all written and verbal information regarding your child and family is kept confidential.

Arrival time and Transfer of Responsibility:

Parents are responsible for arranging all drop-offs and pick-ups of their child. Staff will sign children in at arrival and out at departure times. Please make sure that staff is aware that your child has arrived in the centre through verbal contact with the staff in the room. The Centre assumes responsibility at the time that the parent brings the child to the room and makes verbal contact. Parents must advise staff when they leave the centre with or without their child. If someone unknown to the centre will be picking up your child, please be sure to contact staff. This person will be required to present identification at the time of pick up.

School-age children arriving at Morrison in the morning are brought into the gym by parents and are signed in upon arrival by staff. When they depart at 8:30 they are signed out by a Centre staff. School-age children who are dismissed from school (3:30 pm) at Morrison in the school-age program will be signed in when they arrive in the gym and make verbal contact with the staff. At that time, the centre staff assumes responsibility. Children returning to Morrison by school bus will be greeted by staff at the front door, at which time the staff assumes responsibility. Parents dropping children off in the am must accompany their child into the centre and notify staff of their arrival at which time staff assumes responsibility. At the end of the day staff sign children out upon arrival and acknowledgement of the parent. At that time the parent assumes responsibility.

The Day Care staff will accompany school-age children to the bus pick up sites and will ensure the child is safely on board. Transfer responsibility of children once on the school bus is of the school.

Please allow enough time in the morning to undress your child and to tend to their needs. This will help to ensure that your child's day will be a happy and relaxed one. A child is not to be left unattended in the locker area. It is the responsibility of parents to dress their child for home.

We encourage children to be in before 11:30 a.m. or after 2:30 p.m. unless previous arrangements have been made. During these hours the children are eating lunch and napping, therefore making it a difficult transition for the child arriving.

Clothing:

Please make sure your child wears appropriate “work clothing” and that there is a change of clothing at all times. Children play hard and their clothing should reflect activities such as painting, water play, etc. The staff cannot be held responsible for lost or misplaced articles of clothing. **Please label everything!**

Outdoor Play:

Our daily program includes large periods of outdoor play -- and it is important that your child is dressed accordingly. We believe that there is no such thing as bad weather and we dress for the deepest of snow, the muddiest of mud, and the “wettest” of wet.....nature is a large part of our program and we DO get dirty. Our natural outdoor environment is designed with *all* children in mind in order to ensure that children are able to participate at all levels of ability and comfort.

The day care regulations state that we will remain indoors when..."wind chill conditions of more than 1600 and temperatures below -25C. At times older children may head outdoors for 10 to 15 minutes when weather is below -25.

Lunches/Snacks:

The day care provides an approved morning snack, a full hot lunch and an afternoon snack. Menus are posted on the bulletin board. Parents will be given notice of menu changes. Feel free to bring a birthday cake for your child to share with his/her friends on their birthday that is **nut and egg free**.

PLEASE NOTE THAT WE ARE A PEANUT, FISH, AND EGG AWARE FACILITY!

Nap time:

Nap time is scheduled from 12:30 - 2:30 each day. In accordance with the day care regulations: "children who are unable to sleep should not be required to stay in bed for an extended period of time." Please note that Infants will have their own nap schedule based on their needs.

If you feel your child does not require a two hour nap please discuss this matter with the staff, to see if arrangements can be made. The children nap on cots and parents are required to provide a labelled blanket, which will remain at the Centre during their time with us and we will launder weekly at the Centre.

Illnesses:

Any child, who is sick and unable to actively participate in our program, should not attend on that day.

Please phone and notify the staff of your child's illness when your child is away so that staff members can watch for symptoms in the other children.

If your child should become ill during the day you will be notified by a staff member to make arrangements to have your child picked up within 90 minutes of our call. We appreciate your support in our efforts to maintain a healthy environment for the children in the centre. As a matter of practice we will call parents in any situations where a child has incurred a bump to the head.

Any decision to send home a child during the day will be based on the general condition, appearance, activity level, and symptoms displayed by the child and:

- new cough and fever
- vomiting
- At least 2 incidents of diarrhoea
- ear temperature of over 100.4F (38C)
- Undiagnosed rash or sores that may be communicable i.e. Impetigo
- Severe upper respiratory infection such as cough plus yellow-green nasal discharge.

A Doctor's note is required prior to returning to the Centre in situations where a child has contracted an infection, a virus or is on medication. We ask that parents respect and support the centre's responsibility to minimize risks in the spread of infection and to maintain a healthy environment for children and staff.

If a child has had a case of head lice, all nits must be removed before returning to the Centre.

The Centre utilizes the resources offered in the **Well Beings** books (a publication by the Canadian Paediatric Society), and parents will be provided with fact sheets about any illnesses.

Bed Bug Prevention and Protocol:

As a proactive measure to prevent an occurrence of bed bugs, we do not allow nap time blankets and soft toys to go back and forth between home and day care. We have also stopped all pyjama days' activities and require children to come to day care in clothes they have not slept in. Early detection of bed bugs is key to preventing an unmanageable infestation. The following is in place to provide a standard of practice for management, staff, parents and children when addressing the issue of bed bugs. Bed bugs are oval shaped insects without wings that bite at night. They prefer to feed on human blood, but also bite mammals and birds. Signs of bed bugs may be bites or rashes on humans especially found around the face, neck, upper torso, arms, and hands. Additional physical signs are blood spots on furniture, bedding, carpet, wall and of course the bugs themselves. Bed bug detection is the responsibility of centre management, staff and parents or legal guardians.

The centre will:

- 1. Educate and Inform:** *Provide educational information to families on how to identify, prevent and control bed bugs and expects that they will monitor and take preventive strategies in their own home
*Ensure that our protocol is known by staff and families through the centre policies
*require staff, parents and guests to the centre to notify the Director if they have been in contact with bed bugs, either in their home or in another location known to have bed bugs such as an apartment block, library, etc.
*follow all public health recommendations
- 2. Monitor and Prevent:** *staff will know what bed bugs look like and be aware of high risk areas such as where people sleep, baseboards, books, wood.
*sleep areas will be monitored monthly with the use of a Climb up Interceptor
*jackets, backpacks will be stored away from sleep areas
*second hand items, furniture, etc. will not be purchased or accepted
*areas will be kept clean and uncluttered to minimize hiding places for bed bugs
*laundry will be done in the centre in the hottest water and 20 minutes in a hot dryer

Bed bugs in flight mode run very quickly so it is important to contain them. Do not gather up bedding or try to move a mattress.....you will simply spread the bugs to other places. Quarantine the area until you have a plan for eradication. **DO NOT REMOVE ANYTHING FROM THE INFECTED AREA.**

- Any parent or legal guardian who notices signs of bed bugs in their home or on themselves or their child; or has been in contact (through other sources) with bed bugs will notify the Executive Director or Assistant Director prior to attending day care *and immediately access confirmation of the case*
- *Upon confirmation of bed bugs*, the Executive or Assistant Director will notify the Facility Services department here at the hospital and the Principal at Morrison and the local Public Health nurse
- Any employee who notices signs of bed bugs in any area of the day centre shall promptly notify the Executive Director or Assistant Director
- If signs of bed bugs are confirmed at the centre the Executive Director or the Assistant Director will promptly notify the Board Chairperson, families will be notified and professional extermination services will be brought in
- In the event that the staff suspects that a child has insect bites (consistent with those of bed bugs) the parents or legal guardians will be contacted.
- Parent or legal guardians will be required to provide a doctor's note that identifies whether or not the bites resemble those of bed bugs

- If a diagnosis of suspected bed bug bites is confirmed by a doctor the following steps must be taken before the child can return to the centre:
 1. Confirmation, in the form of a written and signed report by a certified Pest Control Company, that the premises in which the child resides or co-resides has been inspected and found to show no signs of bed bug infestation: and/or received a treatment to prevent or eliminate a bug infestation
 2. An expectation that all necessary Public Health measures are taken to ensure the removal and elimination of the bed bug.
 3. The centre will continue to monitor in order to ensure that the bugs have been eradicated.

If the above measures are not taken, the Board of Directors reserves the right to discontinue care.

Medications:

In accordance with the day care regulations, the centre requires the following in order to administer patent or prescribed medication:

- a) Written permission from the parent.
- b) To accept only medication brought to the day care by the parent and in the case of patent medication it shall be supplied in the original container or in the case of prescription medication it must be in the container supplied by the pharmacist.
- c) For children under 2 years of age, parents are required to supply their own Advil/Tylenol medication when needed. (when your child's temperature rises above 38.5C). We require you to complete the Advil/Tylenol authorisation form in the registration package so that we may administer this medication. This is to ensure that a child's temperature does not rise to a dangerously high level while the staff is trying to locate a parent.
- d) All medicine shall be labelled with the child's name, expiry date, dosage, time and method of administration and shall be stored in a location, which is inaccessible to children. **Do not leave any medication in your child's bag.**

Please refer to the attached information relating to children with serious allergies. Anaphylaxis Policy.

Field Trips:

To be able to help *all* children gain a better understanding of his or her environment and surrounding community, we take every opportunity to take worthwhile field trips. Adapted equipment will be made available as required in order to ensure the participation of all children in field trips. A notice of the field trip will be posted in advance. Please notify the staff if you do not wish to have your child attend. Arrangements will be made if possible to have the child remain at the centre.

Withdrawals:

The Centre recognises the demands placed on working parents and the need for stability in their child care arrangements and will take all possible steps to maintain a child's enrolment status. In balancing this need the centre also has a responsibility to ensure the safety of all children and staff in the program. The requirement for withdrawal is taken seriously and implemented after a Board decision that all other avenues have been exhausted.

- 1) Voluntary withdrawal – notice
Parents are required to provide two weeks written notice to withdraw a child from the day care. If a two week written notice is not submitted, parents are required to pay in full for the two weeks following the date the day care became aware of the child's withdrawal.
- 2) Reduction in licensed spaces
In the event that licensing requirements or unforeseen circumstances reduce the number of licensed spaces, the day care reserves the right (upon two weeks written notice) to cancel a child's spot based upon seniority of enrolment. As much notice will be given as is possible. Priority will be given to those families, as spaces become available.
- 3) Resolution of behaviour issues
In an event that a child's behaviour has become (or is) a risk to the safety of the other children and/or staff in the day care, the Centre will take steps to work with the child while ensuring the security of both children and staff. Parents will be contacted by the Director to work out an appropriate solution which may include:
 - a) Assessment (documentation) of the situation by day care staff.
 - b) Assessment of the day care program by the Manitoba Child Day Care Office.
 - c) With parental approval, outside resources available to the Centre will be brought in. In this case parents will be required to work with the agency, ie. Directions to support the efforts of the centre.The Board of Directors shall be advised of the situation at stages b) and/or c).
- 4) Safety concerns
 - a) A parent will be asked to come and pick up a child who has become physically aggressive and abusive i.e. Hitting, kicking, screaming obscenities, biting, endangering the safety of others, etc. This type of behaviour becomes particularly unacceptable for children who are school-age (5 years and older).
 - b) If a parent has been asked to pick up a child on 4 occasions in a 3 month period, 24 hours written notice will be given to parents requiring the withdrawal from the day care. Prior to the formal notification the Director will consult with the Executive Committee of the Board of Directors. Actions taken by the Executive Committee shall be referred to the Board of Directors. Confidentially shall be maintained at all times.
- 5) Emergency situations
Although all attempts will be made to follow the steps set out above, if a child exhibits aggressive and abusive behaviour that poses an immediate or continuing threat of harm to either children or staff, the Director is permitted to take steps to

immediately remove the child from the day care and withdraw services without prior notice to the parent. If this occurs, the Director will notify the Executive Committee of the Board of Directors of the reasons of the withdrawal as soon as possible. The final decision as to whether services will be remain withdrawn will be made by the Board of Directors.

Legal Orders:

A copy of a restraining orders, copies of separation agreements, court orders and other documents setting out custody arrangements are required to be on file at the Day Care in order for the City of Winnipeg Police to enforce them if needed. At no time will a staff member place your child or themselves in physical danger to enforce such a document. Staff will contact police in situations where they feel a child is in danger, i.e. If a parent is clearly under the influence of alcohol or drugs. Parents are asked to discuss what should be done if the noncustodial parent arrives at a time not authorized by the arrangements. Should a parent become verbally or physically abusive to staff, Board members or other parents their child care spot will be immediately terminated.

Flexibility Policy:

The Seven Oaks Child Day Care will be exceeding the group sizes during:
- the naptime period between 1:00 and 2:00. During this time the children are sleeping in the gym (16 children to 1 staff) and in the Robin Room (16 children to 1 staff), the Owls Room (16 children to 1 staff). However, the Centre does maintain a 10 to 1 ratio since staff who may be on lunch are in the building and able to respond to any emergency. I.e. fire

Combined Age Groups:

School age and preschool children are combined at the end of the day when the school age children arrive from school. At this time there are 10 school age children who are 6 years of age.

Centre Closure for Storm or other Emergency

The centre will abide by the public announcement of closure by the Seven Oaks School Division in the event of weather conditions which make all roads impassable. In such an event the centre will be closed. In the event of storm closure parents will be expected to listen for radio announcements. In the event of any other emergency requiring closure parents will be contacted directly by telephone and there will also be a radio announcement.

Parking:

Drop off and pick up parking for families using the Centre is available in the “Staff Only” parking lot at the Seven Oaks Hospital and in the parking lot at .

Statutory Holidays:

The centre will be closed on the following days:

- Good Friday
- Easter Monday

Victoria Day
Canada Day
Civic Holiday
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day
New Years Day
Louis Riel Day

Privacy Policy

The Centre's Privacy Policy adheres to the legal obligations from the federal government's Personal Information Protection and Electronic Documents Act. A complete copy of our Privacy Policy is available upon request from the Executive Director.

Safety Charter and Code of Conduct

This is a separate document, available to parents, and that serves to enhance safety for a variety of emergencies and early learning, as well as the respectful behavior of all adults in our workplace. Parents are welcome to participate in our evacuation procedures or a shelter-in-place drill.

Parents wishing to further discuss any of the policies may do so with the Board of Directors of the Seven Oaks Child Day Care Centre, Inc. This contact is available from the office and also posted on our main parent bulletin board by the kitchen.

Allergy Alert and Anaphylaxis Policy

When a child with a life-threatening allergy enrolls at Seven Oaks Child Day Care, Inc. or when a child once enrolled is diagnosed with a life-threatening allergy or other condition that may require the use of an adrenaline auto-injector (epi-pen) or other specific procedure, the following process will be followed:

- 1.) It is imperative that the parent/guardian of the child inform the Centre immediately of the nature of the allergy or medical condition and work with the Centre in developing appropriate plans.
- 2.) When the Centre is informed a child has a life-threatening allergy or condition appropriate planning must occur using a team approach which will include the Centre staff, child's parents/guardians, involved medical personnel and such other persons or agencies as are appropriate.
- 3.) Based on the information parents and others provide an application to URIS (United Referral and Intake System) will be submitted in order to obtain funding for a medical health professional to provide training to the staff on the use of an epi-pen and to support the Centre as required.

- 4.) The Centre Director will advise the parents/guardians of the child that:
 - (a) A URIS application will be completed on an annual basis.
 - (b) Parents/guardians are required to sign an “*Authorization of Release of Information*” form to the Centre on behalf of URIS, Regional Health Authority and or nursing agency.
 - (c) Parents/guardians must complete the appropriate authorization forms for administration of medications, auto-injectors, etc.
 - (d) A Health Care Plan/Emergency Response Plan will be developed in consultation with the parents/guardians and other appropriate personnel on an annual basis
 - (e) When an adrenaline by auto-injector is used, an ambulance is to be called immediately and the child will be transported to the hospital.
 - (f) The child will not be allowed to attend the Centre if they arrive at the Centre without their epi-pen or if their epi-pen is past its’ expiry date.

- 5.) The Centre director will be responsible for submitting the URIS application and contacting the appropriate nursing agency or nurse to request their services for training and Health Care Plan development.

- 6.) The Centre director will ensure that the nurse develops an Individual Health Care Plan/Emergency Response Plan. This will be completed in collaboration with parents/guardians and other appropriate and relevant personnel. The plan will be specific to the age and maturity of the child, the specific properties of the allergen or other conditions and the parameters of Seven Oaks Child Day Care Centre Inc.’s program.

- 7.) The Centre director will ensure that necessary training is provided to the appropriate number of staff in the Centre to cover all contingencies. The number of staff who will receive training will be determined by the Centre director in consultation with the Centre Board.

Ensuring the safety of children with known risk of anaphylaxis in a community setting depends on the cooperation of the entire community. To minimize risk of exposure, and to ensure rapid response to an emergency, parents/guardians, children and program providers and the Centre Board must all understand and fulfill their responsibilities. The inter-relatedness of these roles is vital, for failure of any group to respond appropriately will negatively impact upon all others. It is everyone’s responsibility to ensure the following:

- Educate staff and parents to avoid bringing, sending and serving to the children, foods that contain the known allergens. As it is the parents/guardians of the child with the allergy who are likely to be the most knowledgeable with regards to foods and products that may contain allergens, it is required that they provide this information to the Centre, which in turn, can use the information to educate the staff and Centre parents/guardians. In most circumstances where a child has a severe food allergy, the Centre will not be responsible for providing daily snacks or food to the child, therefore parents/guardians of the child will be required to provide snacks and food from home.

- Encourage the children to engage in sound hygiene practices that include the proper washing of hands before and after eating.

- Encourage children not to share or trade snacks and lunches.

- Require the staff to monitor children's lunches in order to either remove products that contain known allergens or to ensure that the child with the allergy is seated in an area away from the offending products.
- All parents/guardians will respond co-operatively to requests from the child care Centre to eliminate allergens from packed lunches.
- Centre will post allergy alert forms with photograph in the office, kitchen or other appropriate location.
- Parents/guardians of the child will ensure their child has and wears a medical identification bracelet.
- Where the allergy involves stinging insects, the staff will, where possible, avoid areas where insects congregate, keep outdoor garbage covered or removed and refrain from eating outside with the children and where possible contact the appropriate authorities to remove nests or hives from outdoor areas.
- Provide training and information to staff as to which children have allergies as well as how to recognize anaphylactic shock and as according to the Health Care Plan/Emergency Response Plan for the child, how to properly respond if a child should go into anaphylactic shock.
- Where appropriate for the child's developmental abilities, learn to recognize symptoms of an anaphylactic reaction or life-threatening condition and **promptly** inform an adult as soon as accidental exposure to an allergen occurs or symptoms appear.
- Work with the parents/guardians and where possible, the child with the allergy in establishing a supportive environment for their needs and facilitating ongoing communication.

Seven Oaks Child Day Care Centre, Inc. Preschool Curriculum Statement

The following curriculum statements describe how the board of Directors, management and staff organize learning opportunities for children in a manner that is thoughtful, intentional, nurturing and most of all.....fun. It is founded in the belief that children are competent, curious and skillful. Staff organizes experiences for all children with varying skills and abilities and ensures both comfort and meaning. Exploration and play-based learning is the cornerstone of childhood and child development, and opportunities for these occur through all aspects of the child's day.

*During children's play staff make careful observations and notes in order to expand on the themes that children express interest and curiosity in. Planning is documented through webbing that staff make visible to parents through the monthly newsletter, a clip board as parents enter the room, bulletin boards of the children's work with documentation by the staff, binders of the children's current explorations and discoveries. Staff assumes the role of a researcher in order to best identify children's knowledge and interests in. Relationships are built around getting to know children. Opportunities for sharing information, such as meal times, are perfect for conversation, reflections of the day, developing a sense of community and planning. Interactions between staff and children are respectful and engaging and staff act as role models for successful social interactions. Peer relationships develop naturally between children as they discover shared interests. Staff is supportive and active in these relationships by being great observers and building the environment in a way that allows for larger group times, smaller group times and also individual times and spaces.

*Communication between staff and families occur daily both to convey information about the day as well as any issues that may arise. All children have a portfolio which is presented to parents during an annual parent-teacher meeting. The portfolio is a celebration of the child and their time at the centre. It contains samples from their daily creations as well as observations and reflections by staff pertaining to the ways in which they gathered information about the child and the questions they posed to the child. Learning stories, photos and other documentation are also included. A monthly newsletter for families highlights past activities and promotes upcoming events. Bulletin boards are used by staff and children to make learning visible and to invite the participation of families.

*With a Reggio Inspired approach to learning, the environment is a key component and must be arranged in a thoughtful manner in order to foster each child's development. Staff observes the children, take notes and engage in discussions with each other and the children, so that meaningful activity areas may emerge. Learning areas such as creative art offers children access to a variety of textures, coloring choices, glue, various papers, brushes, paints, etc. Art materials provide children with an opportunity for self expression, the use of different mediums, understanding of how materials can be mixed and connected to produce a product, discovering 3-dimensional creations and the simplicity of physical sensations experienced when hand are dipped into corn starch and water. Play materials evolve through a similar process, keeping in mind the interests of the children at the centre. Staff and children will utilize raw materials such as boxes of all sizes, in combination with other re-cycled materials to learn about shapes, construction, textures and the visual effects of how these materials can be transformed into works of art. Diversity is apparent and made visual through photos, books, fabrics, music, etc.

Monthly staff meetings provide staff with new information, opportunities for reflection, discussion and new tools. Nature and outdoor exploration are a high priority and much thought is given to time spent in nature. The "yard" is built around loose parts such as sand, pebbles, mud, water, planks, tarps, fabric, seeds, tires and much more.

*A daily schedule is available, although loosely followed as the children needs and interests shift. Scheduled times such as meals and naps, are adhered to with an effort to minimize transitions and disruptions in order to enhance children's concentration to play and exploration.

*Children's experiences serve to expand their understanding of the world that exists within their finger tips, their homes, their families and their caregivers. The relationships that are fostered and built on trust aid the emergence of skills in all areas of development.

*Building a culture of diversity through respectful opportunities to explore similarities and differences occurs throughout the day as staff embraces and celebrates each child. Books, photos and art work are made available and posted in order to ensure the visibility and uniqueness of all the children and families. Photo books depicting images of the children engaged in daily events at the centre have been developed and made available for purchase to families. Children participate in community events and community partners such as auto dealerships, credit unions, firehalls, etc. Inclusive practices ensure that all children are supported in a comfortable and meaningful manner and that all children are valued by other children and staff.

Seven Oaks Child Day Care Centre, Inc. Infant Curriculum Statement

The following curriculum statements describe how the board of Directors, management and staff organize learning opportunities for infants and toddlers in a manner that is thoughtful, intentional, nurturing and most of all....fun. It is founded in the belief that children are competent, curious and skillful. Staff organizes experiences for all children with varying skills and abilities and ensures both comfort and meaning. Exploration and play-based learning is a major cornerstone of childhood and opportunities for these occur through all aspects of the child's day.

***Caregiving** routines such as diaper changes, hand washing and other necessary daily routines are considered part of the curriculum and as such are managed with respect. Staff approach children in a calm manner and are made aware that they will be having their diaper is going to be changed, hands washed, nose wiped, etc. Infants are encouraged to engage in these events as independently as possible while ensuring that sanitary procedures are followed. Space is designed so that staff can maintain visible contact with children in the play area and materials such as diapers, wipes, running water is within reach. Children's needs are monitored and staff gauge each child's natural rhythm's with respect to caregiving routines.

***Relationships** are also viewed as the cornerstone of the time that we spend with infants, children, families and with each other. We develop these relationships with infants by getting to know them and focusing on their needs. When an infant is enrolled in the centre parents are invited to come and visit as often as possible prior to the start date. This creates a comfortable opportunity to get to know each other and share important information about the infant's care giving routines and play experiences as well as family values and practices. Should the visit create stress for the infant, staff will communicate with the family and work together to establish a more comfortable routine. Parents provide photos of themselves and family members which are posted within easy reach so that infants can feel a sense of comfort and belonging. Relationships are also enhanced through numerous care giving interactions throughout the day such as diapering, meal times, dressing routines and hand washing.

***Communication** and interactions are two-way exchanges during which we watch for cues and responses, verbal or non-verbal from infants, and respond with our own questions and comments. Through our communication we help infants to understand and use language in their interactions. We do this throughout the day during care giving routines, and play and exploration. When we react in sensitive, responsive way to meet the individual needs of infants, they feel worthwhile and valued. We respond and communicate through positive interactions with children, families and each other, resulting in feelings of safety and security for the infants in our care.

A communication folder is used to provide families with important information about their infant's day related to diaper changes, amount of food eaten at lunch and snack times as well as activities and interaction through the day. Staff will often prepare and post beautiful documentation with photos and a description of why and how an activity took place. Portfolios are created when an infant is enrolled in the centre and continues to grow with the child over the years. Parent-teacher meetings are held annually and staff meet with families to share additional information about the child's day through documentation through a variety of mediums such as, video, images and verbal dialogue. In the previous year this meeting was held outdoors giving families the opportunity to spend time in our outdoor playscape. Monthly newsletters are also used to let parents know about upcoming events as well exciting news from previous weeks.

*All children should feel a **sense of belonging** by being accepted, represented and respected for their individuality. Families are invited and encouraged to visit with their child prior to the actual start date. Staff utilizes this opportunity to become acquainted with the child and their family during this time. Families are able to share values and beliefs and perhaps their fears about leaving their infant for the first time in the care of others. Staff is able to share information about centre routines and curriculum and to assist with a comfortable transition between home and child care. Through a variety of books, play materials such as felt, fur, cork, raw wood, wool, rather than plastic toy items, sign language (as an alternate means of communication) and pictures of children and their families that are posted, staff are able to depict a variety of races, cultures, ages and abilities. When children form positive attitudes towards differences they are more likely to grow up appreciating diversity as a normal part of their lives.

*All children are **supported** in order to ensure comfort and meaningful participation in our curriculum. Individual Program Plans are developed together with families, resource specialists and staff for children with additional support needs. When supports are required to work towards children's IPP goals they are provided in a comfortable and meaningful way and when possible in natural play-based learning environments with peers. We recognize the need to provide children with a range of support and utilize the following: play with peers in the classroom, one to one support from an adult, small group activities in a quiet space away from the classroom, and we ensure that all staff are involved in a manner that is comfortable for children and families. We have an Inclusion policy that outlines our support for children with additional support needs and our commitment to ensure full participation for all children in the program.

***Exploration** and play opportunities allow infants to explore within a safe and enriched environment. Staff understands the need to observe and wonder about the actions and thoughts of the children. By using the Thinking Lens (will your audience know what this is?) as our tool for reflection and planning we are able to identify the interests, abilities and needs of the children. The staff also reflects on their own values as we develop and communicate the centre's values to families, each other and the community. The play space includes opportunities for the following: gross and fine motor play, blocks, water, sand, creative art, science, dramatic play, reading, music and movement. Cozy areas are designed to be comfortable and soothing. Play materials are open-ended and consist of loose part wherever possible. Plastic and commercialized materials have been restricted and replaced by more open-ended, natural materials. Rich, sensory opportunities are made available for infants throughout the day and staff ensures that the environment allows for freedom of movement as well as play materials that are within reach and appropriate. Outdoor exploration consists of rich sensory play allowing infants to dig in mud, arrange pebbles, watch ripples form in water, jump in puddles, feel grass between their toes and a myriad of other nature inspired opportunities. Flexibility in engaging children in play occurs when staff are keen researchers and offer invitations and opportunities that are meaningful, fun and appropriate.