



*Kiddie Sunshine
Centre Inc.*

Parent Policy Manual

Kiddie Sunshine Centre Location

54 Centre Avenue West

Altona, MB R0G 0B2

204-324-5369

kscdirector19@gmail.com

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Welcome to Kiddie Sunshine Centre Inc.

Kiddie Sunshine Centre Inc. has been operating since October 1983. Kiddie Sunshine Centre Inc. is a non-profit organization licensed by the province of Manitoba (Manitoba Early Learning & Child Care) which offers childcare and nursery school services to the town of Altona and surrounding area at two locations. The Kiddie Sunshine Centre is licensed to care for 4 infants (12 weeks to 24 months old's), 16 preschoolers (2- to 5-year-olds), 15 school age children (5 to 12-year old's), and 14 nursery school children (3 to 4-year old's).

The Rhineland Child Care Centre location is licensed to care for 4 infants (12 weeks to 24 months old's) and 16 preschoolers (2- to 5-year-olds).

To keep operating, the Centre needs to re-apply for a license on an annual basis. An annual inspection by the childcare coordinator, the local fire inspector and the public health inspector are part of the license requirement.

The policies in this manual have been approved by the Board of Directors of Kiddie Sunshine Centre Inc.

Centre Locations

Kiddie Sunshine Centre	Rhineland Child Care Centre
54 Centre Ave W, Altona R0G 0B2	120 – 9th Street NW, Altona R0G 0B1
204-324-5369	204-324-5231
kscdirector@gmail.com	

Philosophy

We strive to develop the emotional, physical, cognitive, social, and spiritual needs of children through a stimulating and interesting learning program. Our philosophy is based on the belief that **all** children have a desire to be loved and respected, to learn and to be a contributor to the well-being of others.

We attempt to provide a relaxed atmosphere in which the children have freedom of choice whenever possible. We encourage the children to develop independence, respect for themselves as well as others and to respect their environment.

Goals of Kiddie Sunshine Centre Inc.:

- Help each child to grow in independence
- Help each child develop their own creative skills
- Provide a variety of activities that stimulate each child's interests
- Help each child begin to see that they are a part of a larger community
- Give the children freedom of choice and to help them accept the responsibility for the alternative chosen
- Provide an atmosphere that encourages cooperation with other children & adults

Board of Directors

Kiddie Sunshine Centre's Board of Directors may consist of parent and/or community members and is composed of 5 to 10 members elected at the annual meeting. These members volunteer to act as the representatives for the general membership. The Board of Directors sets goals and policies for the Centre. They are also responsible for

public relations, budgets, fundraising and maintaining a high standard of childcare. The Board of Directors meets monthly unless additional meetings are necessary.

Staff

Kiddie Sunshine Centre Inc. is staffed with Early Childhood Educators (ECE) with College or University training, and Child Care Assistants. All staff members have a valid First Aid and CPR certificate and have provided a criminal record check and child abuse registry check. Please check out our bulletin board or website for specific staff qualifications.

Staff to Child Ratio

The following staff to child ratio applies at all times:

Infants: Age 12 weeks-24 months	1 staff	4 children
Preschool: 2- to 5-year-old mixed age group	1 staff	8 children
School age: 5- to 12-year-old	1 staff	15 children
Nursery School: 3- to 5-year-old	1 staff	10 children

Parent Involvement

We feel it is in the child's best interest if parents and staff work together. We hope that you will feel free to contribute suggestions that could improve the way we care for your child in particular or ideas that would benefit the entire Centre.

You are welcome to spend time with us for one or more days in advance of your child's first day. Observing will help you know if you have chosen the right place for your child and will help you when it comes to asking your child about his/her day. Once your child has started attending, you are welcome to plan with the staff if you would like to spend time to observe or join the fun! Parents are also invited to attend membership meetings, to serve on the board and to help with fundraising and maintenance. Our Centre is a registered charity so tax-deductible receipts are issued for donations.

Nursery School Volunteers

Parents are invited to volunteer in the Nursery School program. Volunteers enhance the program and maximize the skill building that your children will be engaged in. Please discuss this with the Nursery School Teacher if you would like to volunteer.

Fundraising

Throughout the year, various fundraising projects may be undertaken at the Centre, under the direction of the Board of Directors. These initiatives help finance equipment, toys, fieldtrips, facility maintenance and improvements. Parents are expected to participate in these events to the best of their ability. If you choose not to participate in our fundraising projects, donations (cash, equipment, or labour) are always welcome.

Registration and Enrollment

Eligibility

Daycare Space

Children aged 12 weeks to 12 years are eligible to enroll in daycare programs. To secure a daycare space, parents are required to register and add their child/ren to the Centre's waitlist online. A link to the waitlist can be found on the Centre's website: www.kiddiesunshinecentre.com. Please discuss special requests with the Director.

You will be contacted once a space becomes available. If you decide to take the space, you will be required to pay a deposit fee of \$100 (preschool/school age) or \$150 (infant) to reserve the space. Once you have paid the deposit fee, we will hold the childcare space for you. The deposit is non-refundable in case your child/children do not attend as confirmed with the executed contract.

Spaces will be offered to families according to the date of registration on our online waitlist. However, several factors are considered:

- Staff member's children,
- Siblings of children currently enrolled,
- Children in special/critical situations (placement requested by an outside agency),
- Children with additional support needs (to meet ratio as per inclusion policy),
- Children whose parents work at Friesen's Corp. (until Mar. 31, 2025) & Red River Mutual (until Mar. 31, 2024),
- BLSD Staff & Students,
- Families requesting a full-time space. If two families needing part time care would like to share a full-time space the Centre will make every effort to accommodate their request.

The Centre Director reserves the right to make enrollment decisions based on what is best for the dynamic of the Centre's programs.

Remember to register on the waitlist for the next age-group program. Space in the next age-group program is not guaranteed. You can do that here: <https://kiddiesunshine.childcare.link>

Nursery School Space

Children aged 3 to 5 years are eligible to enroll in the Nursery School program. Classes are available to 3-, 4- and 5-year-olds. All children must be potty trained before they can attend the Nursery School program (if your child has developmental challenges, talk to the Director). To secure a Nursery School space, parents can register their child/ren on the Centre's waitlist online. A link to the waitlist can be found on the Centre's website: www.kiddiesunshinecentre.com.

Spaces will be offered to families in the following order:

- Families whose child/ren attended Nursery School till the end of the previous school year.
- According to the date of registration on our online waitlist

You will be contacted once a space becomes available. More information on Nursery School classes and registration process will be available on Kiddie Sunshine Centre's website or at the office. Nursery School sessions are offered for the school year in accordance with the Border Land School Division calendar. Please check on our website for specific class schedules, start and end dates.

Enrollment Procedure

Daycare

Upon enrolling their child/ren, parents/guardians will be emailed a registration link to access the Centre's Fastoche program where a registration form needs to be completed and submitted to the Centre prior to the child/ren's first day of attendance. The registration form includes a signed agreement that the parent/guardian has read and understood the policies in the Parent Policy Manual and agrees to abide to those policies.

Please note that your child/ren cannot stay at the Centre unless we have the completed registration form on file.

To meet the enrollment requirements, the following three steps must be completed:

1. Child/ren's registration form has been completed and submitted within the Fastoche program.
2. The registration fee/deposit has been paid in full.
3. A Centre tour and orientation have been completed.

Nursery School

Families whose child/ren attended Nursery School till the end of the previous school year will be emailed a pre-registration form to determine their class preferences. Once we have created a class schedule, we will send you a confirmation with the days and times for your child to attend Nursery School. Prior to the start date parents/guardians will be emailed a registration link to access the Centre's Fastoche program where a registration form needs to be completed and submitted to the Centre prior to the child/ren's first day of attendance.

Withdrawing/Late sign-up

Daycare

You may withdraw your child from Daycare at any time with a minimum of two-weeks' notice by emailing the Centre Director at kscdirector19@gmail.com.

Nursery School

You may withdraw your child from the Nursery School program at any time with a minimum of two-weeks' notice by emailing the Centre Director at kscdirector19@gmail.com.

If you would like to sign up your child after the session has already started, you must register on the Centre's website www.kiddiesunshinecentre.com by adding your child to the waitlist. When a space becomes available, we will contact you.

Early Drop-off & Late Pick-up

Please inform us if your arrival or pick up time has changed. Any children arriving earlier or staying later than scheduled can cause major staffing problems. Your listed emergency contacts will be called if we haven't heard from you and your child has not been picked up by closing time or at the end of their scheduled pick-up time. If we can't get a hold of you or anyone listed on the registration form after our closing time, Child and Family Services may be called.

Daycare

Families will be charged a late pick-up fee for children that are picked up past their scheduled time (unless otherwise arranged with the director or program staff). A late fee of \$10.00 per child will be charged for the first 10 minutes, and an additional \$10 for each subsequent 10 minutes. If your child has been in attendance of more than 10 hours, you will be charged the 10+ hour rate (see section 7.2). Late pick-up fees apply for children scheduled to attend half days if the child is in attendance over 4 hours (see section 5.4).

Nursery School

Drop-off and pick-up times must be followed strictly in order for us to be within our regulations set by the MB Government (Manitoba Early Learning & Childcare). Our staff may be scheduled to work with another group of children prior to the start time or after the ending of Nursery School. Please respect the start and end times for Nursery School. If you arrive early, you will be required to stay with your child until the start time of the class. Families will be charged an early drop-off or late pick-up fee when leaving their child prior to the class start time or past the class end time. A fee of \$10.00 per child will be charged for the first 10 minutes, and an additional \$10.00 for each subsequent 10 minutes.

Half Day & Casual Care

In the best interest of the Centre, full time children enrolling or currently enrolled in the Centre will be provided with a childcare space before a part time or casual child enrolling or currently enrolled in the Centre.

Parents have the option of enrolling their children in our Centre for half days (up to 4 hours). Half day spaces can be booked either for the morning or the afternoon. Half day mornings can be booked for up to 4 continuous hours between 7:30 a.m. and 12:00 p.m. Half day afternoons can be booked for up to 4 continuous hours between 12:00 p.m. and 5:30 p.m. Children are having lunch at noon. Please send a lunch if your child will be arriving at the Centre at noon. If a child is booked in for a half day and will be in attendance for more than 4.5 hours, the parent will be charged the full day (4-10 hour) rate. If the child is in attendance for more than 4 hours but less than 4.5 hours a late fee will be charged as outlined in section 5.3.

The Centre will accommodate casual care to children attending sporadically if space is available.

Hours of Operation

Daily Hours of Operation

Daycare hours

Kiddie Sunshine Centre location is open weekdays from 7:30 a.m. to 5:30 p.m. throughout the year.

Rhineland Child Care Centre location is open weekdays from 7:45 a.m. to 5:00 p.m. throughout the year.

When Christmas Eve (December 24th) and New Year's Eve (December 31st) fall on a weekday, the Centre will operate on reduced hours closing at 3:00 pm. Full day rates will still apply.

Nursery School hours

Nursery School sessions are offered for the school year in accordance with the Border Land School Division calendar. Please check on our website for specific start and end dates.

Morning classes run Monday through Friday from 8:45 a.m. to 11:45 a.m., and afternoon classes run Monday through Thursday from 12:30 p.m. to 3:30 p.m.

Statutory and Civic Holidays

Kiddie Sunshine Centre Inc. & Rhineland Child Care Centre locations will be closed on the following days:

- NEW YEAR'S DAY
- LOUIS RIEL DAY
- GOOD FRIDAY
- VICTORIA DAY
- CANADA DAY
- CIVIC HOLIDAY (AUGUST)
- LABOUR DAY
- NATIONAL DAY OF TRUTH AND RECONCILIATION*

- THANKSGIVING DAY
- REMEMBRANCE DAY*
- CHRISTMAS DAY
- BOXING DAY*

*Kiddie Sunshine Centre Inc. & Rhineland Child Care locations will be closed if the holiday falls on a weekday.

Storm Days and other Closure Days

To meet the required staff to child ratio Kiddie Sunshine Centre Inc. may have to close when highways are closed due to inclement weather. If the Centre will be closed due to a severe storm, plumbing or heating malfunction, etc. an announcement will be made through our Fastoche program, on CFAM/Pembina Valley online (cancellations), on our Facebook page and the Kiddie Sunshine Centre's website.

Scheduling & Fees

We need to know when your child is coming so we can plan our staffing schedule. If your child arrives without being signed up, we may not have enough staff to be able to take care of your child.

If your child will be more than an hour late or will not be attending, please give us a call.

Childcare Schedule

The child/ren's schedules will be compiled in four-week blocks, following the Manitoba Early Learning & Child Care reporting and our Centre's billing period calendar. Each month you will receive a calendar in your parent file or via email for the upcoming period. Please ensure that you fill out the calendar form and return it by the due date listed. Priority is given in the following order:

1. To children that are scheduled full time (including children that are spot sharing).
2. To children scheduled part-time with consistency in days of the week (i.e.: every Mon/Tue/Fri).
3. All other children enrolled will be accommodated on a first come, first served basis.

If you have a full time or consistent part time schedule you do not need to return the schedule every time unless there will be a change.

Childcare Schedules for Kindergarten Children

Under MELCC funding, all children aged 2-5 until completion of kindergarten are considered preschoolers. Children entering kindergarten will have to continue attending our preschool program full time (or part-time with a match). If your child is not currently enrolled in a full-time space, we would need to see if there is room or find a match for you.

A full-time space secures your need for before and after care on school days, all day care on no school days (either odd or even days of the BLSD school calendar), and care on all PD days (half or full), school holidays, and breaks.

If you choose to request a shared space with another child who will attend school on opposite days from your child, you may do so (we work with the school to match children up). Just take note that if you choose a shared space, you will be limited to:

- full day care on no school days only (either odd or even days of the BLSD school calendar)
- no care before or after school, on school days
- you will need to share/split the PD days and school holidays/breaks with your matched family, including summer break (Patti will assist with shared spaces)

Childcare Schedules for School Age Children

Please submit the 'Permanent Schedule Form for School Age Children' (see Appendix B) indicating your child's needs for before and/or after school care or full or part-time care on In-service Days and during School Breaks. We strongly suggest indicating if you will require care for the School Breaks (Christmas, Spring, Summer) as limited space is available.

Child Vacation Days

Full time children are eligible to request up to two weeks of holiday time without charge. This holiday time needs to consist of at least 5 consecutive days and needs to be communicated to the Director via email (kscdirector19@gmail.com) with at least two-week notice. If less notice is given, families will be billed for the absent days. Each child's vacation year is defined by the anniversary of their start date.

Childcare Fees

Daily fees are set by Manitoba Early Learning and Child Care:

Infant -- 12 weeks to 2 yrs.

Half day (4 hrs. or less)	\$15.00
Full day (4 hrs. to 10 hrs.)	\$30.00
More than 10 hours	\$45.00

Preschool -- 2 to 5 years of age

Half day (4 hrs. or less)	\$10.40
Full day (4 hrs. to 10 hrs.)	\$20.80
More than 10 hours	\$31.20

School Age -- 6 to 12 years

1 period before <u>or</u> after school	\$6.15
2 periods before <u>and</u> after school	\$8.60
Half day (4 hrs. or less)	\$10.40
Full day (4 hrs. to 10 hrs.)	\$20.80
More than 10 hours	\$31.20

Nursery School

Daily class fee (3 hrs.)	\$ 10.40
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Early Drop-off & Late Pick-up Fee

First 10 minutes	\$10.00
Each additional 10 minutes	\$10.00

Kindergarten children attend the pre-school program until the end of their kindergarten year.

Subsidy

Child Care subsidy is available to families that may require financial assistance to cover the cost for childcare or Nursery School. An online application can be accessed through Manitoba Early Learning & Child Care website (www.gov.mb.ca/childcare).

To get a rough estimate as to whether or not you would qualify, you could call day care office at 1-888-213-4754 or use the online estimator at www.gov.mb.ca/childcare. Please speak to the Directors if you require assistance or additional information.

If subsidy has not been approved at the time of enrollment, families will be charged, and required to pay, the full amount. Credit will be issued once subsidy approval is received.

Families are responsible to keep track of subsidy expiration dates and reapply prior to expiration.

Subsidy approval does not guarantee you a space at the Centre. You still have to follow the proper steps of registration as outlined in the section Registration and Enrollment on page 8.

It is the family's responsibility to provide all necessary documents and meet all government requests and deadlines to benefit from subsidy. Families may be approved for the maximum amount or will be required to pay an additional family portion depending on their family income. All unsubsidized amounts are the responsibility of the family. Each subsidy approval also includes a set number of allowable Absent Days per child for which subsidy will pay. Fees for absent days over and above this number must be paid by the family.

Statutory Holidays & Other Closure Day Fees

Daycare

Daycare fees will be charged for 5 days/week, including all Statutory and Civic Holidays listed at 6.3. This practice is so we can continue to remain a sustainable and viable Centre in the community.

The 4-week billing period schedule will be used to determine which children are to be charged for stats.

Examples:

- Your child attends full time in the period – you will be charged \$20.80 (Preschool/School Age) or \$30.00 (Infants) on stats within that period.
- Your child shares a full-time spot with another family – you will be charged \$10.40 (Pres/S.A.) or \$15 (Inf.) on stats within that period.
- Your child attends half time within the period (10 full days out of 20) – you will be charged \$10.40 (Pres/S.A.) or \$15 (Inf.) on stats within that period.
- Your child attends before and/or after school 10 days or more within the period – you will be charged the before and/or after school rate on stats within that period.
- All other families with a regular part time schedules will be charged based on their child's attendance (half day or full day) – you will be charged either \$10.40/\$15.00, or \$20.80/\$30.00 on the stat within the period.

Families will not be billed for a storm day or any other emergency full day closures.

Nursery School

There will be no Nursery School classes on No School Days in accordance with the Borderland School Division Calendar. If the school division cancels school (storm days), there will be no Nursery School.

Nursery School families will not be charged for Statuary Holidays or storm days.

Billing Schedule & Terms of Payment

You will be charged for all days scheduled, whether your child attends or not.

Check the Centre's website for the current year's billing dates.

Fees may be paid by cash, cheque, e-transfers, or online banking through a credit union. Please contact the Director for detailed information.

Payment

Payment is due within 14 days of the date of invoice. An interest rate of 2% will be added to overdue accounts. Parents on subsidy are responsible for all fees, which are not covered by the provincial government.

NSF Fees

There will be a \$20.00 charge for all NSF cheques. Kiddie Sunshine Centre Inc. reserves the right to request all future payments to be made by cash or e-transfer only.

Overdue Accounts

Kiddie Sunshine Centre Inc. reserves the right to cancel a child's space and to take legal actions if fees are not paid within 30 days of invoice and no payment plan has been arranged and approved by the director.

Parents will be notified in writing that their bill is overdue. After 30 days of invoice date the child/ren will be withdrawn from the Centre, if no payment is received. 2% interest will continue to accrue. The bill, including accrued interest, will be handed over to the Board of Directors to commence small claims. The entire bill must be paid on or before the due date to keep the childcare space.

Payment Plan

It is the family's responsibility to contact the director if due to any circumstances it is necessary to make alternate payment arrangements.

Income Tax Receipts

Income tax receipts for the previous tax year will be issued by the end of February upon request.

Centre Access

Kiddie Sunshine Centre Inc. has a locked door policy in place. All doors with direct access to enter the Centre from outdoors must be locked at all times. This is a required preventative safety measure.

Intercom System

The Kiddie Sunshine Centre location has an intercom system. You may enter the Centre by pressing a button on the intercom system located at the front entrance door. A staff member will answer and ask you for your name and the child you are dropping off/picking up.

At the Rhineland Child Care location families can enter the school division building and must ring the door bell located at the main entrance door into the Centre.

Drop off & Pick up Procedures

Drop off:

We need to assure your child arrives safely and is signed in by a staff member. Parents/Guardians must take their child into the assigned room and ensure that a childcare worker acknowledges the child's arrival.

Children become the responsibility of the Centre staff after they have been signed in by the childcare staff.

Pick up:

At pick up time, parents/guardians must come into the Centre and ensure a childcare staff acknowledges the pick-up. Children become the responsibility of the parent/guardian once the parent/guardian arrives to the child's group and the child is signed out by the childcare staff.

Release of a Child

- Children will only be released to persons indicated on the registration form in the Fastoche program to be authorized for pick-up or to be an emergency contact.
- Persons authorized to pick-up must be 12 years or older.
- Persons must be prepared to provide photo ID.
- If your child/ren are to be picked up by a person other than yourself, or someone listed on the registration form, we must receive prior notification in writing.

Intoxication

As a childcare provider it is our responsibility to ensure the safety and well-being of all children, families, and staff members. Children will not be released to any person deemed, in the opinion of childcare staff, to be under the influence of drugs and/or alcohol.

Custody Arrangements & Guardianship

The Centre requires copies of any legal forms (e.g., custody orders, restraining orders, guardianship) in the event a parent/guardian is restricted to have contact with the child/ren. Unless we have copies of those documents on file, we are unable to refuse a non-custodial parent access to his/her child/ren.

Accessibility Policy

Kiddie Sunshine Centre Inc. is committed to complying with the Accessibility Standards for Customer Service under The Accessibility for Manitobans Act.

In establishing the following policies, Kiddie Sunshine Centre Inc. has taken steps to identify existing barriers and to try to remove these, or, if the barrier could not be removed, to provide alternate ways to access the goods or service, without any additional fees.

Our "customers" are the children we serve, as well as their caregivers and, during special events, their community supporters.

This policy does not affect program criteria.

Kiddie Sunshine Centre Inc. welcomes any feedback/suggestions on how to better serve our clients, including how to enhance accessibility.

Communication

Kiddie Sunshine Centre Inc. will communicate with our clients in a way that considers the nature of any communication barrier.

- If an individual has trouble communicating with staff, staff will ask how they can help; for instance, by finding a quiet space or using pen and paper.
- Printed information will use easy to read fonts and color contrast (black on white).
- Registration forms will be available in alternate formats, for instance 14 font versus 10, in print as well as electronically. Registration forms will be received on-line and by mail or in-person.

Assistive Devices

Kiddie Sunshine Centre Inc. welcomes the use of assistive devices used by the children in our care or their caregivers. Care will be taken to create space for devices, such as walkers, and to not touch or remove these

without permission of their owners. Staff will receive related training, including regarding any assistive devices available on site (i.e.: How to enlarge print on the computer used by the day care).

Support Persons

Kiddie Sunshine Centre Inc. welcomes support persons, there to assist a child in becoming familiar with the day care. The nature and duration of the support must be discussed in advance with the director, including to determine the role of staff and goals for independence, if applicable. Staff will receive related training.

Service Animals

Kiddie Sunshine Centre Inc. is committed to meeting the requirements of The Human Rights Code (Manitoba) by allowing service animals, trained to meet the needs of persons with disabilities, to accompany our children and their caregivers wherever the public is allowed. The service animal must be controlled at all times. The day care will ask registrants to identify both the need for service animals and any allergies to animals at the time of registration to meet potentially conflicting requirements of the children. Staff will receive related training.

Notice of Temporary Disruption

In the event of a planned or unexpected disruption of services or facilities affecting customers disabled by barriers, Kiddie Sunshine Centre Inc. will promptly post notices at the entrance, on the website and face book page. This includes notice when the space is affected by the unexpected use of odorous chemicals elsewhere in the building.

Staff Training

Kiddie Sunshine Centre Inc. will provide staff with training about how to provide accessible customer service in our Centre. Topics will include an overview of The Accessibility for Manitobans Act and related impact of the Human Rights Code (Manitoba), as well as how to interact with persons with disabilities.

Inclusion Policy

Our goal is to provide developmentally appropriate group experiences for all children including children of all abilities in a secure, stimulating, and child centered environment.

Children with additional support needs:

- We will make every effort to accommodate children with additional support needs, giving all children the opportunity to develop physically, socially, emotionally, and intellectually to their fullest potential.
- Goal setting decisions regarding children will be made up of a team including staff, parents, and consultants.
- Early learning will occur both indoors and outdoors to teach skills and provide rich experiences.

Staff:

- All staff will be involved with and work with all children.
- Consultative assistance is available, if needed, to develop goals for children's development in cooperation with parents.
- Staff-child ratios may be enhanced based on the needs of the children.
- Whenever possible, staff will attend inclusion workshops.

Programming:

- Staff adapts the environment and routine as much as possible to meet the needs of each child.
- We provide developmentally appropriate group experiences for all children and encourage the socialization of every child with their peers.

Registration and enrollment:

- All children and families are welcome. We serve children and families whose characteristics reflect the surrounding community, including a naturally occurring proportion of children with additional support needs (10-15% of the general population).
- Because this Centre supports the full inclusion of all children, there will be adaptive equipment. Feel free to direct questions or concerns about furniture, toys, equipment, activities, or interactions that you see to the Director. Provided that trained* inclusion staff is available, the same hours of attendance are available for all children regardless of ability.
- If children need additional supports, we will make every effort to have staff trained and equipment in place before children begin attending our Centre.
- Adequate training of inclusion staff is subject to approval by the Director of Kiddie Sunshine Centre on a case-by-case basis.

Curriculum Statement

Children at our Centre learn and develop creativity and choice making skills at their own rate through the provision of time, space and play equipment. Most of our curriculum is play-based. Everything we do here is child-focused and is considered part of curriculum. Through curriculum, children are learning and developing throughout the day. They learn while engaged in free play, teacher planned activities, self-help such as nutrition breaks and dressing for outdoors and during transition (or routine) times. During much of the day, children are engaged in free play.

Play is a medium through which children learn and develop. Children need time, space, and opportunities to develop at their own rate and in their own unique style. Play generates an attitude that enables children to find new solutions to problems. Free play allows children to deal with the past and future in a non-threatening way. They are free to make mistakes and to try out their own constructive ideas. Play is necessary for healthy growth. Play allows children to form concepts and to develop their skills such as:

1. Mathematics

a. one-to-one correspondence is learned in the housekeeping Centre when children are setting the table (i.e., 3 plates for 3 dolls.)

2. Science

a. the science skill of observation is learned when children are watching and playing with ants, flies, ladybugs, butterflies.

3. Language

a. develops as staff talk with children on an individual basis answering questions and asking open-ended questions and when children are talking to each other.

4. Problem Solving

a. when building a block tower, a child will repeat the stacking numerous times to learn which way works the best to prevent the tower from toppling.

5. Motor Skills

- a. fine motor - when working with scissors, play dough, markers
- b. gross motor - when catching balls & riding tricycles.

6. Imagination

a. grows as children pretend the toys are real or they themselves pretend to be different characters.

7. Reasoning

a. is learned as puzzle pieces fit by shape and by the context of what surrounds the piece.

Staff observes children and asks open ended questions of them to find out what their interests are and then use that information to plan activities for the children. They provide open-ended play materials which expand

creativity and increase self-esteem. Children are learning social/emotional, cognitive, motor, language skills, and more while participating in play areas such as creative art, drama, water, sand, puzzles, games, blocks, reading, construction, science.

To extend play and maximize learning opportunities, staff provides additional props/materials. To meet their higher energy levels, children spend time in the gym and outdoors and then enjoy lower energy play in the indoor playrooms.

Staff engage children in some 'teacher directed' group times. Teachers plan themes which interest children naturally such as oceans, jungles, animals, textures, how plants grow and seasons. Carefully planned activities compliment the theme like songs, games, art, stories and dramatic play. Even though staff may start the morning with the plan, the plan is continuously morphing because the children are constantly adding their ideas, making it their own.

Children not only learn about the world around them, but also, school readiness skills such as:

- Ability to follow structured daily routines.
- Ability to work independently with supervision.
- Ability to listen and pay attention to what someone else is saying.
- Ability to get along with and cooperate with other children
- Ability to play with other children.
- Ability to follow simple rules.
- Ability to work with puzzles, scissors, colouring, paints, etc.
- Ability to write their own name or write it with instruction.
- Ability to count. o Ability to identify shapes and colours.

Between periods of play, there are built in activities which accommodate the needs of children. Their physical needs are met with nutrition breaks, bathroom time, rest/nap times and dressing. During nutrition breaks children learn social skills like turn taking, sharing, manners and motor skills when passing plates of food and pouring beverage. Learning self-regulation and self-help skills builds their self-esteem.

Transition times occur when moving from one activity to another. They also provide a time for learning. Examples are transitioning from free play to group time, group to snack, from indoor play to outdoor play.

During these times, children are learning turn taking as they wait for a sink; how to accept responsibility by putting toys away and picking up clothes; the ability to dress independently and more.

Our community is fortunate to be made up of people of many diverse cultures. Our Centre reflects this diversity by providing multi-cultural dress up clothes, play food, posters, dolls, music, puzzles, and books.

Our Centre accepts children of all abilities including those with additional support needs. Our goal is to provide developmentally appropriate group experiences for all children in a secure, stimulating and child centered environment.

We love watching children grow emotionally, physically, cognitively, socially, and spiritually. We also enjoy observing because we also are learning from the children! One of the goals staff has is that children build friendships. Staff is continually promoting interactions between children. If a child needs help staff will ask another child to help "because you are so good at carrying toys" or "so good at tying" or "so good at helping new children feel at home". Some children have a gift of caring for others and may be asked to provide a hug or perhaps a glass of water. The child who has a knack for hospitality might be asked if he/she could invite a newcomer to come and play. Staff makes sure that long blocks of free play time, 1 to 1 1/2 hours, are included in the routines so that children have sufficient time to set up their dramatizations or have a chance to do plenty of problem solving and then really get to know each other.

Staff initiates conversations between children by making thought provoking comments or asking wonder questions to promote discussions. They learn from each other when they share their experiences with each other. Staff set up centers which encourage group play. With plenty of movable items, children feel free to create and encourage others to participate. For example, a child with hosting skills moves the blanket, bags, and baskets of play food around so picnics can be set up. The child then invites children to join in. The programs which the children present to their families also help the children to connect to each other because they are all working towards one goal. If staff sees that a child is being excluded for some reason, they are very quick to step in and teach children respect and acceptance of differences and teach children to look for similarities in interests and teach them how to play with each other.

We strive to develop a relationship with you and your child. Staff of the 2- to 3-year-olds will post an activity schedule on their playroom door. Staff of the 4- to 6-year-olds will hand out monthly themes/plans which help parents connect to each other and to our Centre. They are general plans to which parents and children are welcome to add ideas. For example, the child might add snowmobiles and penguins to the snow week.

Staff will, as much as possible, talk to you about your child's learning and development. Photos of children engaged in learning experiences will be posted whenever possible. Communication also happens when parents walk into the room and the children show their parents what they have been doing. The items that children take home will also provide opportunity for sharing. For example, a simple jar that the child has filled with water, oil, food colouring, buttons, foil shapes, glitter, plastic fish, beads and more may reveal that the child has learned about what floats, sinks, and remains suspended; that mixing yellow, and blue makes green and that a delicate sound can be heard when the jar is shaken. Christmas and spring programs provide an opportunity for the children to showcase what they have been learning in songs, poems, and dramatizations. They sometimes include or are entirely made up of the children's own creations i.e.: songs, skits, and stories. A sense of community is built when, after the program, parents linger over refreshments and engage in conversation with each other. We believe that children do best when the home and day care support each other and have open communication.

Infant Program Plan

Our infant space is located in the southeast corner of the building on the main floor. The 12-foot ceilings and the two 8-foot windows add to the feeling of spaciousness to the open concept room. This open concept space allows for easy visual supervision of children and includes a play area, a bathroom, locker space and a kitchen. The two safe, child-height windows allow the children to observe the change of the seasons/weather, the traffic and people passing by plus birds and squirrels at the feeder. The wall displays include photos of the children as well as their artwork. A plant and mobiles are strung from the ceiling. The entire Centre is well ventilated with windows that can be opened, ceiling fans and an air exchange system which is constantly drawing in fresh air.

The carpet covered play space includes a library corner with a selection of hard and soft cover books, an upholstered child-sized sofa, bean bag chair and a selection of soft toys. A variety of toys such as fisher price toys, transportation toys, people, soft blocks, people, bead track, blocks, animals, musical instruments, push and pull toys and riding toys keep the children busy moving and creating in the toy area. The house keeping drama Centre is a popular place with its multicultural dress up clothes, table and chairs, stove, fridge, sink, stroller, phone, highchair and plenty of dishes and multicultural play food. The special cozy area includes a soft mat, blankets, mirror, dolls representing different races, and soft animals. A jolly jumper and baby play seat are available for the younger children.

Our bathroom includes a toddler toilet, a child-sized sink with automatic faucet and paper towels, a large bathing sink also used for adult hand washing and a change table with shelving for diapering supplies. Public health diapering routines are posted. The open lockers and shelving store the children's personal belongings and are easily accessible by parents and staff. The lockers include seating space for parents. The newly built white kitchen cabinets with dual sinks (one for hand washing and one for food prep) and a large pantry have safety locks on most

drawers and doors. The kitchen space also includes a low round table: small chairs (some with safety belts) and highchairs to accommodate children who are in different stages of development.

The kitchen is where plenty of sensory play takes place. Non-mobile infants play with water and toys (ex. fish) set up on their highchair trays. The other children use the water table for pouring, washing dolls, and floating toys. Children develop their creativity while exploring art mediums such as finger and brush painting, chalk, gluing, and stickers. When outdoors, the children have rides daily in the 4-seater baby buggy. They learn about nature i.e. Weather, plants, insects, birds, and animals, and about their community. They will also spend time in the playground enjoying the Little Tikes climber, running, playing with toys, or blowing bubbles while sitting on the grass under the tree or playing under the sunroof.

The nap room has a rocking chair, cribs, play pens and cots. The children who are almost two years of age, sleep on cots so that they will be prepared when they move into the room with the older children who sleep on cots.

When in the infant room, simple but specific language is constantly being used to introduce, reinforce, and expand learning. Descriptive language is used when teaching concepts, "You have a blue circle. Do you want to put it in the box? Good job!" and "Where's the bear's nose? There's the bear's nose!" When describing actions, ex. "We put soap on our hands. Look we're making bubbles!"

When teaching social/emotional skills, staff are responding to children's attempts to communicate i.e., child cries and staff responds, "Did you want your bottle?" (child is given her bottle). Staff model conversation, "Bye, bye, Daddy.", They facilitate positive play, "You want to give him a bunny? Oh, that's so kind. Look, your friend is giving you a bunny!" Positive language is used when teaching how to safely explore their environment, "Feet on the floor", or "Sit down when you're eating." Staff will talk about displayed materials, describe objects and actions and they will use redirection and repetition as well as asking questions to encourage language and learning.

The library corner is set up so toddlers may use the books independently. Staff read books daily to individuals or very small groups. Book times are warm and interactive. Infants are held while books are being read. Children point to picture, turn pages and lift flaps in the peek-a-boo books.

Children will also spend time in our gym where the large open space allows children to enjoy plenty of active play such as running, balancing, jumping, climbing, crawling through tunnels and ball play.

Basic skills such as social/emotional, safety, cognitive, motor, language and self-help are being developed during play and during routine times. Children are continually learning by watching other children. Staff are continually building upon children's experiences at their level of development helping to open up their world.

Infant Space Policy

Our Centre is licensed to care for up to 4 infants, 12 weeks to 2 yrs. old. When we have fewer than 4 infants, 2- or 3-year-olds may join the infants group. Our infant room staff to child ratio (posted on the refrigerator), is as follows:

- 1 staff can care for 1 infant plus up to four preschoolers
- 1 staff can care for 2 infants plus up to three preschoolers
- 1 staff can care for 3 infants plus one preschooler
- 1 staff can care for 4 infants.

Children develop a strong bond with staff. There is one primary caregiver. Three other staff provide care in rotation in the room when the primary caregiver is on break and after 5:00p.m.

There are times, especially at the beginning and end of the day, when infants will be in the same room or back yard with children up to age 12, just like you would find in a home setting. Staff will provide play activities and equipment suited to the needs of the youngest ones, but the majority of the play equipment in these other rooms and playground is suited to older children. Staff will give the infants the extra supervision and attention they need in order to feel safe and comfortable.

Infant Schedule

6:00am to 9:00am – Free Play
9:00am to 9:15am - Snack
9:15am to 9:30am - Bathroom
9:30am to 10:30am – Dressing/Outdoors (weather permitting)
10:30am to 11:00am – Gym time
11:00am to 11:30am - Free Play **above times may vary due to nap schedules
11:30am to 11:45am - Bathroom
11:45am to 12:30pm - Lunch/Bathroom
12:30pm to 3:00pm - Nap time/Free Play
3:00pm to 3:15pm – Snack
3:15pm to 4:15pm – Dressing/Outdoors
4:15pm to 6:15pm - Free Play/Bathroom

For most of the day the infant room children will be cared for in their playroom where there are plenty of toys suited for children of their age.

From 9:00am to 11:40am there will be a simple art activity; a short “group time” for songs, finger plays, stories; snack; gym play and outdoor play or a ride around the block in our baby buggy. After all this, lunch is served. Highchairs are available for the younger children. The highchairs are placed near the table. As soon as they are able, they will be sitting at the table on chairs, joining the other children. Between 12:15 p.m. and 12:30 p.m. the children are finished eating and are diapered. They are then ready to move into the nap room and snuggle into their cozy cots or play pens or cribs for a nap. The children usually wake up between 2:00pm to 3:00pm and then continue their play in their activity room. At 3:00 p.m. the children have snack and then more free play in their room, the gym, playground, or they enjoy a baby buggy ride.

Snacks

We provide two nutritious snacks. Children who are not ready to eat these snacks, bring their own. Feel free to watch the posted menu and then communicate to staff which items would appeal to your child. All the children bring their own lunches in a labeled bag. Their food and bottles can be placed in the refrigerator. When holding infants while bottle feeding, we love to spend time talking to them. As you are weaning your child at home, please keep staff informed, so we can follow what you are doing. Staff sit with children as much as possible during mealtime and use this time to encourage learning like naming foods, encouraging children to practice their speech and to develop self-help skills.

Nap Time

The youngest ones will enjoy a mid-morning nap. The nap room is darkened and quiet with soft music playing. Staff like to follow the soothing routine you have at home. Their crib/cot is placed in the same place in the room they have their special blanket or cuddly toy. They rock the child or gently pat their back if this is what they like at home. Babies are placed on their backs but allowed to assume their favourite sleeping position on their own. There is a baby monitor in the playroom so staff can hear the children in the nap room. The three nap room windows allow staff to frequently visually check the children.

What your child needs to bring

Please bring a lunch for your child. Public Health suggests including a protein food at the mid-day meal. This could be meat, fish, cheese, or eggs. Due to some children having allergies we ask that you not send any products containing tree nuts or peanuts. We do prefer that children bring no sweets because some children become upset when they are asked to eat their other foods first. We can microwave foods that need heating.

Please do not pack: Pop, candy, gum, as we will send those home.

A snack in the morning and one in the afternoon will be provided. Snack menus are posted on the bulletin boards in the entrance. We accept any healthy snack donations i.e., fruit, vegetables. A treat from home on your child's birthday is welcome. Please check with a staff member about current allergies.

Please bring outdoor clothing suitable to the weather as we provide outdoor play every day unless the wind chill is more than 1600 watts per square meter, temperatures are below -25 degrees Celsius or other forms of inclement weather exists. We go outdoors when it rains. During the summer, mosquito repellent, sunscreen, swimwear and a towel are needed.

Children should bring indoor shoes to prevent injury. The fire inspector requires once a month fire drills and that all the children be taken outdoors as part of the drill. This includes the winter months.

If your child is not toilet trained, please bring disposable diapers, and label all items you bring to the Centre.

We prefer that your child does not bring toys from home as they always seem to get lost or broken. There will be scheduled show-and-tell days for children to bring a toy.

Cots/play pens will be provided for those that sleep.

Health & Safety

Safety Plan & Emergency Procedures

The Centre's comprehensive Safety Plan outlining all the emergency procedures can be viewed on the Centre's website or by request at the office.

Child Protection Policy

Kiddie Sunshine Centre Inc. is required by law to report any suspicion of child abuse, as per MB government regulations for childcare centers. All reporting is confidential, and parents/guardians will not be informed before/after a report is made to Child and Family Services as per their policy prohibiting disclosure.

Illness

All our programs are planned for healthy, energetic children. If parents feel their child is not well enough to participate in all day care activities, including outdoor play, please keep him/her at home, or find alternate care. If your child becomes sick while at the Centre, you will be notified and asked to remove him/her from the Centre as quickly as possible. We will keep a sick child as comfortable as possible until a parent or alternate pick up is able to get the child. Each parent is advised to seek medical attention regarding the health of his or her child. Children may **not** attend the day care if they are running a temperature above 37.3°C (99.1°F) when measured under the armpit, or above 38°C (100.4°F) when measured by ear.

Following are some guidelines regarding some specific conditions.

- Scarlet Fever, strep throat: The child should remain at home until completely recovered or until the child has been adequately treated with a suitable antibiotic to render him non-infectious.
- Rubella (German measles): The child should remain at home until all spots disappear.
- Infectious hepatitis: The child should be isolated during the first two weeks of illness, or one week after the start of jaundice.
- Diarrhea: The child should remain at home until the stool is normal or until otherwise directed by a physician.
- Chicken Pox: Child may attend if feeling well enough.
- Mumps: Child should remain at home until swelling subsides.
- Impetigo, ringworm, and scabies: Child should remain at home until treated to the satisfaction of a physician.
- Pink Eye: Child should remain at home for 24 hours after medication starts, continued exclusion if eyes remain pussy and infected.

- Whooping Cough: Child should not attend until at least 5 days of erythromycin therapy have been completed or cough is no longer present. All cases should be reported to public health as well as the Centre since it is highly contagious. Children in contact with cases may also need to be treated.
- Influenza: Isolation not required unless ordered by Medical Officer of Health. Children with a cold may attend provided they are well enough to participate in all program activities including outdoor play. If child has a fever or complications, child may need a few days rest at home.
- Head Lice: When head lice are reported, DON'T PANIC!! Children may attend daycare as soon as they are treated and lice free. Infected children must be retreated according to treatment package or within seven days. You may be requested to go to Public Health if additional treatments are required to determine if it is a resistant strain of head lice.
- Hand, Foot, and Mouth disease: Child should remain at home while she/he has fever, excessive drooling, difficulty swallowing, or is too ill to be a part of routine activities at the Centre.
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Please notify the Director if your child contracts a contagious illness.

Please indicate any health conditions that may affect your child during the daily activities of the Centre, on their registration form. If your child requires special care for this condition, please notify the Director, and provide thorough information on the care they require.

Anaphylaxis

If your child has a life-threatening allergy, please let the day care know well in advance of your child's first day so that staff can be trained, and an emergency plan can be in place.

Additional Support Needs

Some children, due to physical or developmental needs, would reach their potential only with assistance from one-on-one time with a staff. If your child needs this kind of care, please notify the Centre at time of registration or well in advance as you are made aware so that special staffing and programming can be implemented for your child's first day.

Medication

If medication needs to be administered at the Centre, the following applies:

- Medication must come in the original bottle or container (for patent medications) or in the container supplied by the pharmacist (for prescribed medications).
- Parent/guardian must sign an "approval of administration of medication" form with name of medication, when it is to be administered, and the dosage.
- Parent/guardian must tell staff what medication is for.
- To protect your child and the staff, NO MEDICATION will be administered without this information.

DO NOT provide any medication in your child's bag, locker or in your child's lunch kit!

Accidents

Minor Accidents

Kiddie Sunshine Centre Inc. provides safe environments for children. However, we are aware of the nature of children and the reality that accidents do happen. It is common for the children to get bumps, scrapes, and other minor injuries during the day. Sometimes children continue playing without realizing they are injured. Please understand that staff may be unaware of these minor injuries if children do not react.

Parents will be notified of minor injuries that reach the staff's attention when the parent picks up the child. An Accident Report Form will be sent through the Fastoche program to the parent(s) to sign.

Major Accidents

In case of an emergency a staff member will assess the situation based on their First Aid training and will:

- Call 911. If an ambulance is required, the parents will be responsible for the cost of the ambulance fees incurred by the emergency.
- Contact the parents/guardians (emergency contact if parents/guardians can't be reached).
- Provide the hospital/doctor with any relevant medical information concerning the child.
- Remain with the child until the parent arrives.

Behavior Management

We do not practice any form of physical punishment, verbal or emotional abuse or denial of physical necessities. If a child misbehaves, we may do any of the following:

- a) Ignore the negative and redirect the child toward positive play, speech.
- b) Let him/her know that we cannot say/do that in day care and give a short explanation ex. would hurt feelings, bodies, break equipment.
- c) Have the child stay beside the staff for a short while. Staff may say, "When you are ready to... (ex. keep the sand in the sandbox) ...you may go back." While with the staff, the child may be helping or observing the staff demonstrating positive actions, tone of voice, etc. and will copy these behaviors.
- d) If a child has no tolerance towards others, staff might say, "It's time for a rest or quiet time". Either the child or the staff picks a quiet area to relax and then the child joins the group when ready, often with a big hug or smile from staff when re-entering. Sometimes staff will sit and talk with the child in the quiet space before the child joins the others.
- e) Some staff use "1, 2, 3 Magic" with children 3 years and up. This is used when a child is aware of the expectations. When a child needs to make a change in their behaviour, staff calmly states, "That's one." Then if the same negative behavior occurs, "That's two." On three, the child needs to sit on a chair in the room (facing the group) and is asked to return once they can engage in positive behavior. They are warmly received when they choose to make the change and re-enter the group.
- f) Time out in a quiet area (not facing the corner) or outside the door (which is ajar) may be an option when the child is having a tantrum i.e., screaming, thrashing, hurting others, destroying equipment and the staff cannot verbally stop the behaviour. Staff will monitor the child, so he/she does not hurt himself/herself. The child will be allowed to re-enter the group when ready. Restitution will be expected, if necessary, i.e., apology, clean up, repairs. If you have concerns, please talk to the staff or director.

Mixed Age Group Policy

Day care groups: Infants-(12 weeks to 24 months) staff to child ratio: 1:4

Preschool – (2 years to kindergarten) staff to child ratio: 1:8

School Age – (Grade 1 to 12 years of age) staff to child ratio 1:15

When children are cared for in mixed age groups, the staff to child ratio will be calculated on a prorated basis. Regulation 8(2)

Example:

3 children ages 6 m. to 24 m. with the staff to child ratio of 1:4 ----- $3/4 = 0.75$

14 children ages 2 yrs. to 5 yrs., with a staff to child ratio of 1:8----- $14/8 = 1.75$

17 children

2.50

The number of required staff must be rounded up to the next whole number.

Therefore, in this example, three staff would be required to care for the 17 children.

During the day, we combine children of various ages. This will include infants and preschoolers and at times, the school age children.

The number of children in each age group is lower at both the beginning and the end of each day. Therefore, the groups will be combined. Also, on days when enrollment is low, the children will be in mixed age groups:

-the youngest preschoolers will be with the infants in the infant room or in the gym

-the school age children will join the older preschoolers in the preschool room, or the gym, or the playroom in the basement.

These family style groups provide time for siblings to spend time with each other, for older children to use their skills of empathy and nurturance when spending time with those who are younger and, for the younger children to learn from their older peers.

When children are in family groupings, the children will be engaged in stimulating, developmentally appropriate activities for their age group. The health, safety and well-being of children will not be compromised. Staff will be diligent in their supervision, especially focusing on the youngest children in the group. Staff will provide play materials/equipment that are age appropriate. Staff will remove the items that are unsafe for infants by placing them out of reach onto the counter or in a storage room.

When there are two staff in the group, one staff will be designated as the infant lead. The needs of children with additional support needs will also receive consideration during mixed age grouping.

Regular school days: 5:45am till 8:30am: infants, preschoolers and school age children will be combined, and they will be in the preschool room or in the gym. By 8:30 am, the infants will be in the infant room with their caregiver. School age children will remain with the preschoolers in the preschool room or in the gym until leaving for school at 8:35am.

3:30pm to 4:30pm: the school children will join the preschoolers in the preschool room, or gym or in the play yard.

4:30 pm to 6:00pm: the infants, preschoolers and school children will be in a mixed age group in the gym.

Non School days:

5:45 am till 8:30am: infants, preschoolers and school age children will be combined in the preschool room or in the gym.

8:30 am to 4:30 pm: preschoolers and school age children are together on low enrollment days. On those days, we will follow the preschool program with additional developmentally appropriate programming offered to the school children i.e., board games, puzzles, construction sets. This mixed group will be in the play yard, or in the basement playroom, or in the preschool room or gym.

4:30 pm to 6:00 pm: infants, preschoolers and school children will be in a mixed age group in the preschool playroom or in the gym.

Children in mixed age groups will be participating in evacuation drills two times per year.

(Letter of approval received April 3, 2018)

Flexibility Policy

Staff to child ratios may exceed the recommended numbers at these times:

- a) Between 7:00am and 8:00am there may be up to 1 staff with 10 children to help accommodate children arriving earlier than the time they were scheduled for.
- b) When 2 staff are caring for 9 – 16 children, one staff may have up to 10 children while the other staff is:
 - Helping the remainder dress for outdoor play *or*
 - Assisting 1 or more children getting ready to move indoor
 - During nap time the ratio can be up to 1:10 for 2- to 6-year-olds

(Letter of approval received July 24, 2004)

Indirect Supervision Policy

At times, there is one staff in the playground with a group of 15 or fewer school age children. If the staff feels that a child is independent enough to go indoors to the bathroom on their own, the staff will let the child go to the bathroom while that staff remains in the playground with the other children. The bathroom is not adjacent to the playground or to the classroom. The children are to sign their name on a clip board before going to the bathroom and then cross it off when they enter the group.

Field Trips

Staff may take children occasionally on trips to the school playgrounds, swimming pool, park, grocery store, fire hall, police station, etc. Children will be always walking to those destinations. Parents will receive a Field Trip notification through the Fastoche program where a signature will be required to give consent to the child joining the field trip.

Bed Bug Policy

What to look for:

Bed bugs are oval shaped insects without wings that bite at night. They prefer to feed on human blood but also bite animals and birds.

Signs of bed bugs:

- Bites or rashes on humans - face, neck, upper torso, arms, and hands
- Actual bugs
- Blood spots on furniture, bedding, walls, carpets.

If there are signs of bed bugs:

- Immediately notify a staff member if you notice signs of bed bugs in your home, on yourself or on your child; or if you or your child has been in contact with bed bugs through other sources.
- If signs of bed bugs are confirmed at the Centre, you will be notified by posters on the doors as is done with all contagious diseases.
- If staff suspect bed bug bites on a child, parents will be asked to pick up their child immediately and provide the day care with a doctor's note upon the child's return.
- If a doctor suspects bed bugs, follow through with public health recommendations.
- Upon the child's return, a written and signed confirmation from a certified Pest Control Company that the premises in which the child resides or co-resides is free of bed bugs will be required.
- Upon the child's return, staff at the Centre will perform a daily visual inspection of the child's skin to monitor for signs of new bites.

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

The following will also help to prevent the spread of bed bugs:

Blankets and stuffed toys should not go back and forth from home to day care. o Laundering of blankets and stuffed toys can be done at the Centre.

Children do not come to the Centre in clothing that they have slept in.

Transportation Policy

Please inform a staff member that your child has arrived. When you come to pick up your child, be sure a staff member knows that you are removing your child from the center's care. Your child must be picked up by someone who is at least 12 years of age. If you will not be picking up your child, please inform us of the change.

Kiddie Sunshine Centre assumes responsibility for your child once your child is signed in by staff. You assume responsibility for your child once your child is signed out by staff. For children attending school, once they are signed out by staff, they are the parent's responsibility. A waiver must be signed if your child will be walking to and from school without a caregiver.

Staff vehicles are not used to transport children.

If a non-private vehicle is used/rented for a field trip, written evidence from the company will be obtained to confirm that the vehicle is equipped and built according to the regulations under The Highway Traffic Act and that it is licensed and insured to transport children.

In case of an emergency, an ambulance will be called to transport your child to the hospital. Any expense will be the parent's responsibility.

Complaints

Please direct any concerns or complaints to the staff and/or director. If no satisfaction is received at this level, then you may contact the Board of Directors and they will discuss the issue with the staff and endeavor to find a viable solution to the problem. If this is unsatisfactory, please contact the provincial day care coordinator.

We are always looking for ways to improve so be sure to let us know as soon as you notice anything that could be changed. The change will probably benefit everyone!

