

Kiddie Sunshine Centre Inc.

Parent Policy



*Kiddie Sunshine
Centre Inc.*

Revised September 25, 2024.

Centre Locations	6
Centre Grounds	7
Parking	7
No Smoking/Vaping	7
Our Philosophy	7
Our Goals & Objectives	7
Board of Directors	8
Staff	8
Staff to child ratio	8
Parent Involvement	8
Changes in the family	9
Transitions	9
Fundraising	9
Registration and enrollment	10
Eligibility for enrollment	10
Daycare Space	10
Nursery School Space	11
Enrollment procedures	12
Daycare	12
Nursery School	12
Withdrawing your child/Late signup	13
Daycare	13
Nursery School	13
Early drop-off & late pick-up	13
Daycare	13
Nursery School	13

Half-day & casual care	14
Hours of operation	14
Daycare hours	14
Nursery school hours	15
Statutory & Civic Holidays	15
Storm days & other closure days	15
Scheduling & fees	16
Childcare schedule	16
Scheduling	16
Childcare Schedules for Kindergarten Children	16
Childcare Schedules for School-aged Children	17
Childcare fees	17
Daily fees are set by Manitoba Early Learning and Child Care:	17
Subsidy	17
Statutory holidays & other closure day fees	18
Daycare	18
Nursery School	19
Billing Schedule & terms of payment	19
Payment	19
NSF Fees	19
Overdue Accounts	19
Payment Plan	20
Income Tax Receipts	20
Protection of Privacy	20
Centre Access	20
Intercom System	20
Drop off and pick up Procedures	20
Drop Off	20
Pick up	21
Release of a Child	21
School Transportation	21
Custody Arrangements and Guardianship	22

Transportation Policy	22
Health and Safety	22
Safety Plan and Emergency Procedures	22
Child Protection Policy	22
Illness.....	22
Guidelines for Managing Contagious Conditions	23
Medication.....	25
Additional Support Needs	25
Allergies and Sensitivities	25
Identification of a Child at Risk	26
Availability and Location of Epi-Pens	27
Responsibilities of the parents/guardians of the child with a “life-threatening allergy”	27
Teach their child (developmentally appropriate):	28
Accidents	28
Minor Accidents	28
Major Accidents	29
Field Trips	29
Accessibility Policy.....	29
Communication.....	30
Assistive Technology/Devices	30
Support Persons	30
Service Animals.....	30
Notice of Temporary Disruption	31
Staff Training.....	31
Inclusion Policy	31
Statement	31
Inclusive Care Expectations	32
Parents and Guardians Obligations	33
Communication and Transition	33
Confidentiality Policy.....	34
Bed Bug Policy	34
For more information, please follow the link.	34

Complaints Resolution.....	35
Complaints Resolution Process	35
1. How to Make a Complaint	35
2. Acknowledgment process.....	35
3. Resolution and Feedback.....	35
4. Continuous Improvement	36
Contact Information	36
Child Care Programs and Curriculum Statements	36
Play and Activities	37
Infant Program Plan	37
Parents and Families.....	37
Grouping	38
Mixed age grouping	38
Daily Program	39
Snack/Mealtimes	39
Nap time	39
Diaper and toileting schedules.	40
Outdoor Play and Walks	40
Evacuation procedures	40
Infant Curriculum Statement.....	41
Play:	41
Caregiving routines:	42
Preschool Program	43
Groups.....	43
Nutrition	43
Toileting.....	44
Nap time	44
Preschool Curriculum Statement.....	44
Free play/fantasy play	45
Practical Life.....	45
Language/literacy	45
Numeracy/math.....	46
Science	46

Physical activity	46
Behaviour Management Policy	47
We may do any of the following:	47
Prevention	47
Positive Reinforcement	47
Reaction	48
Choices	48
Safe Space	48
Mixed Age Group Policy	48
Indirect Supervision Policy	49
School-age children	50
What Your Child Needs to Bring	50
GUIDING PRINCIPLES FOR APPROPRIATE BEHAVIOUR	54
DEVELOPMENTAL CAPABILITIES OF CHILDREN	54
TECHNOLOGY USE	55
INAPPROPRIATE USE OF TECHNOLOGY	55
SUPERVISION AND MONITORING	56
UNACCEPTABLE BEHAVIOURS	57
PROACTIVE STRATEGIES	58
CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR	60

Welcome to Kiddie Sunshine Centre Inc.

Kiddie Sunshine Centre Inc. has been operating since October 1983. On January 1, 2022, Kiddie Sunshine Centre was amalgamated with Rhineland Child Care Centre. 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 the surrounding area at two locations:

Kiddie Sunshine Centre's Main Site is licensed to care for 24 infants (12 weeks to 24 months old) and 64 preschoolers (2- to 5-year-olds), 30 school-age (5–12-year-olds), and 20 nursery school children (3–5-year-olds).

Kiddie Sunshine Centre's Centre Ave location at 54 Centre Ave. W is licensed to care for 4 infants (12 weeks to 24 months old), 16 preschoolers (2- to 5-year-olds), 15 school-age children (5 to 12-year-olds), and 14 nursery school children (3 to 5-year-olds).

To keep operating, the Centre needs to re-apply for a license annually. The license requirements include inspections by the childcare coordinator, the local fire inspector, and the public health inspector.

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

Centre Locations

Kiddie Sunshine Centre Inc. – Main Site
104 9th Street NW, Altona, MB, R0G 0B1
(431) 965-7565
kscdirector19@gmail.com

Second Location

Kiddie Sunshine Centre Inc. – Centre Ave
54 Centre Avenue W, Altona, MB, R0G 0B2
(204) 324-5369
kscdirector19@gmail.com

Centre Grounds

Parking

Centre Ave. location: Parents can park in front of or on the west and east side of the building.

Main Site location: Parents can use the parking loop on the west side of the building.

No Smoking/Vaping

We do not permit smoking/vaping in any of our buildings or the properties in which our childcare Centres are located.

Our 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.

Our Goals & Objectives

- * 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 help them accept 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 parents and/or community members and is composed of a minimum of 5 and a maximum of 10 directors elected at the annual meeting. These members volunteer to act as the representatives of 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, Child Care Assistants, Administrative staff, and other staff. 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 information always applies, with no exceptions.

Infants: Age 12 weeks to 24 months	1 staff	4 children
Preschool: 2- to 5-years old	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

The parent/guardian is the primary and most important caregiver in the child's life, and we want to encourage open relationships to provide the best care possible. We feel it is in the child's best interest if parents and staff work

together. Please feel free to contribute ideas/suggestions that could improve the way we care for your child or our Centre. We value and respect parental and family input; we encourage family members to participate in their children's day at the Centre and share their family's culture with other children and staff.

Active participation by parents or family members by volunteering to help on a field trip, serving on the Board of Directors, spending time in the Centre with the children, or in any other way appropriate for your family is strongly supported by our staff members.

You are welcome to spend time with us for a few hours 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.

Changes in the family

Please inform the Centre if any changes are taking place within your family (i.e., marital status, separation, divorce, new baby, death, serious illness, etc.).

Children can react very strongly to change, and we can respond more effectively to your child's needs if we know what is happening within his/her home environment.

Transitions

We provide extra support to families during critical transitional periods, such as times when children and families move from one program or service provider to another.

It is our goal to do all that we can to ensure a seamless transition for your child from our childcare Centre to school or another program.

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

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, field trips, facility maintenance, and improvements. Parents are encouraged to participate in these events to the best of their

ability. Donations (cash, equipment, or labour) are always welcome. Our Centre is a registered charity, so tax-deductible receipts are issued for donations.

Registration and enrollment

Eligibility for enrollment

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 by adding 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 must pay a deposit fee per child 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 if your child/children do not attend as confirmed with the executed contract. If your child attends the centre as agreed upon, the deposit will come off your bill once the child is enrolled. Please talk to the director if you cannot pay the deposit in full and need to make a payment plan.

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)
- * BLSD Staff & Students,
- * Families requesting 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.

If a family has a shared space (part-time sharing with another family), they will be responsible for paying for the full-time space if the family they are

sharing with leaves the centre. The shared space agreement is only valid for the current program/age group the child is attending.

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>

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

Space in the next age-group program is not guaranteed. If your child attends a full-time space, we will offer a space in the next age group according to the current enrollment date.

Nursery School Space

Children aged 3 to 5 years are eligible to enroll in the Nursery School program. Classes are available for 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). Children enrolled in the daycare program of the Centre are not eligible to attend the Nursery School program.

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. You must select the Nursery School, or you will not be placed in the proper spot.

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. If you decide to take the space, you must pay a deposit fee per child of \$50 to reserve the space. Once you have paid the deposit fee, we will hold the nursery school space for you. The deposit is non-refundable if your child/children do not attend as confirmed with the executed contract. If your child attends the nursery school program as agreed, the deposit will come off your bill once the child is enrolled.

More information on Nursery School classes and the 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 procedures

Daycare

Upon enrolling their child/ren, parents/guardians will be emailed a registration link to access the Centre's Fastoche program to complete and submit the registration form before 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 by 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 confirmation with the days and times for your child to attend Nursery School. Parents/guardians will be emailed a registration link to access the Centre's Fastoche program to complete and submit the registration form before 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 by those policies.

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

Withdrawing your child/Late signup

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 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 who are picked up after operating hours or if staying at the Centre for over 10 hours (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 for more than 10 hours, you will be charged the 10+ hour rate in addition to the late fee. Late pick-up fees apply for children scheduled to attend half days if the child is in attendance for over 4 hours.

Nursery School

Drop-off and pick-up times must be followed strictly for us to be within the regulations set by the MB Government (Manitoba Early Learning & Childcare).

Our staff may be scheduled to work with another group of children before the start time or after the end 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 before the class's start time or past the class's 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 interests 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 at our Centre for half a day (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 7:00 a.m. and 12:00 p.m. Half-day afternoons can be booked for up to 4 continuous hours between 12:30 p.m. and 6:00 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.

The Centre will provide casual care for children attending sporadically if space is available.

Hours of operation

Daycare hours

Kiddie Sunshine Centre Inc.'s main site location is open weekdays from 7:00 a.m. to 5:30 p.m. throughout the year. These operating hours may be adjusted if enrolment is low.

Kiddie Sunshine Centre Inc.'s Centre Ave location is open weekdays from 7:00 a.m. to 5:30 p.m. throughout the year. These operating hours may be adjusted if enrolment is low.

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 following the Border Land School Division calendar. We offer morning and afternoon classes each for approximately 2.5 hours. Please check our website for specifics.

Statutory & Civic Holidays

Kiddie Sunshine Centre Inc.'s locations will be closed on the following days:

- * New Years 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.'s locations will be closed if the holiday falls on a weekday.

Storm days & other closure days

Kiddie Sunshine Centre Inc. may need to close or operate on reduced hours due to severe weather, plumbing issues, heating malfunctions, or other emergency situations that prevent safe operation. The Director will make the decision to close or reduce hours.

When Border Land School Division (BLSD) closes schools due to a storm day with a Yellow warning issued by Environment Canada, our centres will operate on reduced hours (7:30 a.m. to 4:30 p.m.) due to limited staff availability. Parents are encouraged to use their own judgment regarding travel safety on these days.

When Environment Canada issues Orange or Red warnings, or when highways are closed due to inclement weather, the centre may have to close due to insufficient staff being able to reach the centre.

Families will be notified of reduced hours or closures via email through the Fastoche system, on CFAM/Pembina Valley Online (cancellations), on our Facebook page, and on the Kiddie Sunshine Centre 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 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, or email us through Fastoche.

Childcare schedule

Scheduling

Parents will enter their child/ren's schedule in the Fastoche system at the time of enrollment. If there are any changes to your child's schedule, please notify the main caregivers of the room your child is attending. (Email-or - phone)

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. 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, childcare on all non-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.

Kindergarten children attend the preschool program until the end of their kindergarten year.

Childcare Schedules for School-aged Children

All children enrolled in the school-age program are scheduled to attend before and after school, full-time on non-school days, and during school breaks unless otherwise approved by the director.

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)	\$5.00
Full day (4 hrs. to 10 hrs.)	\$10.00
More than 10 hours	\$15.00

Preschool -- 2 to 5 years of age

Half day (4 hrs. or less)	\$5.00
Full day (4 hrs. to 10 hrs.)	\$10.00
More than 10 hours	\$15.00

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)	\$5.00
Full day (4 hrs. to 10 hrs.)	\$10.00
Full day when there is no school	\$10.00
More than 10 hours	\$15.00

Nursery School

Daily class fee (2.5 hrs.)	\$5.00
----------------------------	--------

Early Drop-off & Late Pick-up Fee

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

Subsidy

Child Care subsidies are 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).

If the 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 for keeping track of subsidy expiration dates and reapplying before expiration.

It is the family's responsibility to provide all necessary documents and meet all government requests and deadlines to benefit from subsidies. 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 the subsidy will pay. Fees for absent days over and above this number must be paid by the family.

If space hasn't been confirmed by the Centre Director, subsidy approval will not guarantee you space at the Centre. You still have to follow the proper steps of registration as outlined in the Registration and Enrollment section on page 8.

Statutory holidays & other closure day fees

Daycare

Daycare fees will be charged for 5 days/week, including all Statutory and Civic Holidays. 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 statutory holidays. Families will not be billed for a storm day or any other emergency full day closures.

Examples:

Your child attends full time in the period – you will be charged \$10.00 for Preschool, \$10.00 for school-age, or \$10.00 for Infants on stats within that period.

Your child shares a full-time spot with another family – you will be charged \$5.00 (Preschool), \$5.00 (S.A.), or \$5.00 (Inf.) on stats within that period.

Families will not be billed for a storm day, emergencies, or any other closures enacted by the Centre.

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 Statutory 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 the 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 action 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 the 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 regarding any circumstances involving alternate payment arrangements. Please contact the Director for detailed information.

Income Tax Receipts

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

Protection of Privacy

At Kiddie Sunshine Centre Inc. we are committed to protecting the privacy and confidentiality of all children, families, and staff. We abide by all legal requirements and legislation as it pertains to Manitoba.

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 always locked. This is a required preventative safety measure.

Intercom System

The Kiddie Sunshine Centre Inc.'s main site location is equipped with an intercom system. You may enter the first door, and at the entrance, you will find a button. Pressing the button will alert childcare staff that you are at the entrance, they will ask you for your name and the child you are dropping off/picking up and the room your child is in.

The Kiddie Sunshine Centre Inc. – Centre Ave. 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 who you are dropping off/picking up.

Drop off and pick up Procedures

Drop Off

We must ensure your child arrives safely and is signed in by a staff member. Parents/Guardians must take their child into the Centre/room (or playground) and ensure that a childcare worker acknowledges the child's arrival. Parents

are responsible for their child until the parent leaves the childcare room. At that time, the child then becomes the responsibility of the day care staff.

Pick up

At pick-up time, parents/guardians must come into the Centre/room (or playground) and ensure that childcare staff acknowledges the pick-up. Children become the responsibility of the parent/guardian once the parent/guardian arrives in the child's group. 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.

Release of a Child

As a childcare provider, it is our responsibility to ensure the safety and well-being of all children, families, and staff members.

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

School Transportation

Kindergarten and school-age children can walk to and from school. A waiver must be signed if your child is walking to and from school without a caregiver.

The Centre's responsibility ends when children have left the building to go to school and have been signed out by childcare staff. Children become the Centre's responsibility again when they enter the building (after school) and are greeted by childcare staff.

For kindergarten children, staff may accompany them to and from school, but this is not mandatory. Once the children arrive on school grounds, childcare staff are no longer responsible for them.

Custody Arrangements and Guardianship

The Centre requires copies of any legal forms (e.g., custody orders, restraining orders, guardianship) if a parent/guardian is restricted from having contact with their child/ren. Unless we have copies of those documents on file, we cannot refuse a non-custodial parent access to his/her child/ren.

Transportation Policy

Parents are responsible for the daily transportation of their children to and from the facility. 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.

Staff vehicles are never used to transport children.

Health and Safety

Safety Plan and Emergency Procedures

The Centre's comprehensive Safety Plan outlining all the emergency procedures can be viewed 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 of our programs are planned for healthy, energetic children. If parents feel their child is not well enough to participate in all daycare 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 comfortably as possible until a parent or alternate pick-up can get the child. Each parent is advised to seek medical attention regarding the health of his or her child.

Giving a non-prescription medication to your child before childcare only masks the problem and aids in spreading the illness that your child may be harbouring. It is the Centre's caregivers' right to turn an ill child away at the door and it will be the parents' responsibility to have a backup plan in case of an illness.

If a child becomes ill at the Centre, (vomiting and/or diarrhea more than once) the parent will be contacted and will be required to plan for the child to be taken home. Parents will be charged for any sick days.

In all cases, early notice will help us to provide appropriate programming. If your child is ill, please contact the Centre by 9:00 a.m.

Those of us who care for your child during the day are very concerned about his or her health and safety. The following guidelines must be adhered to:

No child will be able to attend the Centre under any circumstances if any of the following are occurring or present.

Fever is a body temperature that is higher than normal and your child/ren must be (fever & medication-free) for 24 hours before returning to the Centre.

- * Above 38°C (100.4°F) when measured rectally or by ear
- * Above 37.3°C (99.1°F) when measured in the armpit.
- * Above 37.5°C (99.5°F) when measured by mouth.
- * Children must **not** attend with gastro-intestinal problems (i.e., vomiting, diarrhea) and must be free of symptoms for 24 hours before returning.
- * Children may **not** attend with an undiagnosed rash and must be given clearance by a physician before attending the Centre.
- * Children may **not** attend with weepy eyes or pink eyes until they have been diagnosed and treated.
- * Children have a communicable disease (see list below).

Guidelines for Managing Contagious 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 is not required unless ordered by the 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 a child has a fever or complications, the 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.
- * Covid-19: Needs to follow current Manitoba health guidelines.

Please notify the director if your child contracts a contagious illness as soon as possible.

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.

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 the administration of medication” form with name of medication, when it is to be administered, and the dosage.
- * Parent/guardians must inform staff what the medication is for.
- * To protect your child and the staff, NO MEDICATION will be administered without this information.

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

Additional Support Needs

Some children, due to physical or developmental needs, would reach their potential only with assistance from additional support time provided through an enhanced staff: child ratio. If your child needs this kind of care, please notify the Centre at the 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.

Allergies and Sensitivities

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.

Kiddie Sunshine Centre Inc. recognizes the potentially serious consequences of children with allergies. These allergies may include a condition known as anaphylaxis. Anaphylaxis is a severe, potentially life-threatening allergic reaction brought about by exposure to certain foods or other substances. *“In Canada, the nine priority food allergens to trigger an anaphylactic reaction are peanut and peanut by-products, such as peanut oil and peanut butter,*

tree nuts, sesame seeds, milk, eggs, seafood (fish, crustaceans and shellfish), wheat, soy, and sulphites (a food additive)" (Source: **Canadian Food Inspection Agency website** – www.inspection.gc.ca). Tree nuts are defined as walnuts, almonds, hazelnuts (filberts), Brazil nuts, pecans, cashews, pistachio nuts, pine nuts (pignolias) and macadamia nuts. Non-food items such as latex and bee stings can also bring about a life-threatening reaction.

The Centres do not purport to be, nor can they be deemed to be free of food items and non-food items that may lead to severe allergic or anaphylactic reaction. The Centres will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy.

Anaphylactic children must learn to avoid specific triggers. While the key responsibility lies with the anaphylactic individual and his or her family, in the case of a young anaphylactic child, the childcare centre must also be aware. Creating an environment that reduces the risk of severely allergic or anaphylactic children requires the cooperation and understanding of all members of the centre, including staff, children, and parents.

NO PEANUT OR TREE NUT PRODUCTS ARE ALLOWED AT ANY TIME.

As with other policies of the Daycare, staff, parents, and children are expected to comply.

Identification of a Child at Risk

It is the responsibility of the Parent and/or the Guardian to inform the Childcare Centre that his or her child has allergies or is anaphylactic or potentially anaphylactic. This must be listed on the registration form, and they must verbally notify the Childcare Staff.

The Centre Director, provider or designate will advise the parents/guardians of the child that:

- * A URIS (Unified Referral and Intake System) application will be completed on an annual basis. See Appendix
- * Children can enroll at the daycare once URIS training for staff has been provided.
- * It is in the best interest of the child to always keep the Epi-pen on the child. i.e., fanny pack.

All staff are made aware of these children. A list of all children with allergies is posted in the kitchen, the office, and each room with their pictures. The postings are placed inside a cupboard to comply with confidentiality. A note referring to the list of children with allergies will be placed on the outside of the cupboard.

Availability and Location of Epi-Pens

The Epi-Pen is an auto-injector containing epinephrine (adrenaline). This medicine is an alpha-and beta-receptor stimulant used to treat severe allergic reactions. It may also be used to treat severe allergic reactions that affect breathing. Parents of an anaphylactic Child must provide a minimum of one (1) Epi-Pen and are encouraged to leave it at the Daycare. The Parent must promptly replace the Epi-Pen when the expiry date is reached.

At no time, the child can stay at the Centre without the Epi-Pen.

Since some children are too young to carry their own Epi-Pen, the Epi-Pen will be stored in the group's emergency backpack. The Epi-Pen will be clearly labeled with the Child's name. All staff are made aware of its location, and the location is recorded on the allergy alert form.

- * Daycare Staff are always trained and ready to administer the Epi-Pen. Staff are required to call 911 after the Epi-pen was administered.
- * Posters describing the signs and symptoms of anaphylaxis, and the use of the Epi-Pen are posted in the rooms and the kitchen.
- * Children who are no longer allergic, or no longer require an Epi-Pen, must present a letter of explanation from their doctor or allergist so their name may be removed from the Centre's allergy lists.
- * The Child Care staff will check the Epi-Pen monthly to ensure they have not reached their expiry date. If the Epi-Pen has expired, the Parent will be required to supply another by the next day.

Responsibilities of the parents/guardians of the child with a "life-threatening allergy"

- * Identify their child's allergies and needs to the Childcare Director/provider.
- * Ensure that their child has and carries an up-to-date Epi-pen, the Epi-pen is in a specified location or on the person of the adult responsible for the care of the child.

- * Ensure their child has and wears a medical identification bracelet.
- * Promptly replace the Epi-Pen when the expiry date is reached. If the Epi-Pen has expired, the Parent will be required to supply another by the next day.
- * Participate in the development of a written Individual Health Care Plan for their child.
- * Be willing to provide safe foods for their child for special occasions.
- * Provide support to the facility and staff as required.

Teach their child (developmentally appropriate):

- * To recognize the first signs of an anaphylactic reaction.
- * To know where their medication is kept and who can get it.
- * To communicate clearly when he or she feels a reaction starting.
- * To carry his/her own Epi-pen on their person e.g., fanny pack
- * Not to share snacks, lunch, or drinks.
- * To understand the importance of hand washing
- * To take as much responsibility as possible for his/her own safety.

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 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.

Field Trips

Staff may take children occasionally on trips to the school playgrounds, or parks. For special outings such as going to the swimming pool (school-age only), grocery store, fire hall, police station, etc. 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. Children will always be walking to those destinations.

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 fonts versus 10, in print as well as electronically. Registration forms will be received online and by mail or in person.

Assistive Technology/Devices

Kiddie Sunshine Centre Inc. welcomes the use of assistive devices 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 the permission of their owners. Staff will receive related training, including regarding any assistive devices available on-site (i.e.: How to enlarge the print on the computer used by the day care).

Support Persons

Kiddie Sunshine Centre Inc. welcomes support people to assist a child in becoming familiar with daycare. The nature and duration of the support must be discussed in advance with the director, including determining 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 people with disabilities, to accompany our children and their caregivers wherever the public is allowed. The service animal must be always controlled. The daycare 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 Facebook page. This includes notice when 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 in 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 people with disabilities.

Inclusion Policy

The Principles of Inclusion (access, participation, and support) are implemented throughout the Parent Policy Manual. The Inclusion Policy itself provides additional information for parents concerning our Centre's inclusive program.

Statement

We recognize that all children differ from one another and are unique valuable individuals. Differences can be found in the colour of their eyes, hair, and skin, the way each dress, and speaks. Each child possesses a unique combination of abilities and problems, interests and fears, successes, and failures.

Kiddie Sunshine Centre Inc. is dedicated to providing inclusive childcare for all eligible children, regardless of their needs. We value each child's unique qualities and ensure all activities are non-discriminatory. Inclusion means children of all abilities participate together, fostering positive attitudes and a sense of belonging. This policy applies to all staff, parents, and children in our programs. Our goal is to offer developmentally appropriate experiences in a secure, stimulating, and child-centered environment.

Inclusive Care Expectations

Manitoba Early Learning & Child Care might provide funding for enhanced staffing to support the successful inclusion of a child with extra support needs. The Director of Kiddie Sunshine Centre Inc. ensures that children with additional support needs, regardless of funding, have every opportunity for meaningful involvement and equal access to the benefits of the program by coordinating the provision of developmental services.

The Centre:

Assists in the development of individual program plans (IPPs) and monitors their implementation, ensuring that identified goals are integrated into the daily indoor and outdoor program & routines.

Offers support for parents.

Liaises with other agencies.

Keeps appropriate records.

Assists staff in planning for children with Additional Educational Needs

Ensure that the parent/guardian is fully informed about the program and has given consent for any action, support or intervention planned for the child.

The Director of Kiddie Sunshine Centre Inc. Ensures that children with additional support needs, regardless of funding, have every opportunity for meaningful involvement and equal access to the benefits of the program by coordinating the provision of developmental services.

The Director:

- * Works with other staff to agree on and implement the Inclusion Policy
- * Assists in the development of individual plans (IPs) and monitors their implementation, ensuring that identified goals are integrated into the daily program & routines. Co-ordinates the Individual Program Needs provision within the program setting.
- * Offers support for parents.
- * Offers staff development and training.
- * Liaises with other agencies.
- * Keeps appropriate records.
- * Assists staff in making observations and assessments.

- * Assists staff in planning for children with Additional Educational Needs
- * Ensure that the parent/guardian is fully informed about the program and has given consent for any action, support or intervention planned for the child.
- * Provides opportunities for parental involvement & support, allowing parents to take an active role in decision-making regarding their child.

Parents and Guardians Obligations

- * Be involved in, and fully informed about, any intervention or support which is being planned for their child.
- * Give consent to any assessments or reports on their child and have a right to a copy of such documents.
- * Decide who will receive information about their child. They also have the right to retain information that they do not wish to divulge.
- * Be guaranteed confidentiality in all matters to do with their child.

Communication and Transition

- * Daily communication between parents and staff will be child- and family centered and focus on the child's strengths.
- * Communication may include verbal interactions, written journals, portfolios, or other written messages.
- * Informed consent is required from families in order to share information about children with other professionals that may be asked to collaborate with staff members in developmental goal setting.
- * Communication between parents/guardians, Centre staff, and other professionals will occur if a child is experiencing difficulties or at other times as needed.
- * It is our goal to do all that we can to ensure a seamless transition for your child from our Childcare Centre to school or another program.
- * Should dismissal be deemed necessary, efforts to assist parents/guardians with alternate childcare will be made.

Confidentiality Policy

All information that is shared, verbal or written by a parent/guardian of a child in the childcare is to be understood as being “private and personal” and will remain as that, confidential.

Such information to be considered confidential includes:

- * Information about children who are/were enrolled in the program except for reporting alleged abuse as well as information that is subpoenaed by the court or requested by Manitoba Child and Family Services.
- * Information about families of children who are/were enrolled in the program.
- * Personal information about staff including information related to criminal record checks.

All information and files are confidential and only the Director and designated staff have access to such files. The Director will share only pertinent information with staff members to ensure the health, safety, and welfare of all children present in the program.

Every staff and board member, as well as volunteers, are required to abide by this policy.

Bed Bug Policy

[For more information, please follow the link.](https://www.gov.mb.ca/education/childcare/resources/pubs/bed_bug_guide.pdf)

https://www.gov.mb.ca/education/childcare/resources/pubs/bed_bug_guide.pdf

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.

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. Laundering blankets and stuffed toys can be done at the Centre. Children do not come to the Centre in clothing that they have slept in.

Complaints Resolution

Complaints Resolution Process

At Kiddie Sunshine Centre Inc., we are committed to providing a safe, nurturing, and high-quality environment for all children in our care. We value feedback from parents, guardians, and staff as it helps us continuously improve our services. Our complaints resolution process is designed to address concerns promptly, fairly, and effectively.

1. How to Make a Complaint

If you have a concern or complaint regarding the Centre's operation, please follow these steps:

- **Step 1: Informal Resolution**

- Speak directly with the staff member involved or the room leader to discuss your concern.
- If the issue is not resolved, or if you feel uncomfortable addressing it directly, proceed to Step 2.

- **Step 2: Formal Complaint**

- Submit a written complaint to the center's director. You can do this via email, by letter, or by filling out a complaint form available at the administration office.
- Include details such as the nature of the complaint, relevant dates, and any supporting information.

2. Acknowledgment process

- The director will acknowledge receipt of your complaint within 2 business days.
- An investigation will be conducted, which may involve speaking with staff, reviewing records, and gathering additional information.
- You will be kept informed of progress and any actions taken.

3. Resolution and Feedback

- A resolution will be proposed within 10 business days of receiving the complaint.

- You will receive a written response outlining the findings and any corrective actions taken.
- If you are not satisfied with the resolution, you may request a meeting with the director to discuss it further.
- If you are still not satisfied at this point, 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 issue. Your complaint may also be addressed by the provincial day care coordinator if there is no resolution at the previous levels.

4. Continuous Improvement

- All complaints are documented and reviewed regularly to identify trends and areas for improvement.
- Feedback from complaints is used to enhance our policies, procedures, and staff training.

Contact Information

For any questions or to submit a complaint, please contact:

Patricia Klassen

Kiddie Sunshine Centre Inc.

104 9th Street NW, Altona, MB, R0G 0B1 Telephone (431) 965-7565 or

54 Centre Avenue W, Altona, MB, R0G 0B2 Telephone (204) 324-5369

Email kscdirector19@gmail.com

Child Care Programs and Curriculum Statements

It is our goal that the Centre environment be comfortable and home-like for all of the children in our care in order to ease the transition from home to childcare and to promote continuity. We will be providing developmentally appropriate group experiences for all children in a secure, stimulating, and child-centered environment.

Enough developmentally appropriate toys and equipment will be provided, and some equipment and toys are adaptable to meet children's unique needs.

Rooms will be arranged so all the children can move freely.

Play and Activities

Play is a necessary medium through which children learn and develop. All children need time, space, and opportunities to develop at their own rate and in their own unique style.

Play allows the children to deal with the past and the future in a non-threatening way. They are free to make mistakes and to try out their own constructive ideas. Play allows them to form concepts and to develop in mathematics, science, language, problem-solving, imagination, and reasoning.

Opportunities are provided for all children to participate in social free play and routines throughout the day. We provide developmentally appropriate group experiences for all children and encourage the socialization of every child with peers. Developmental goals for children are embedded in regular daily activities and routines. All children can benefit from goal development.

Children with additional support needs are included in social free play and routines throughout the day.

Infant Program Plan

The first three years are the most important in a child's development and the effect of experiences the child has in her/his earliest years is lifelong.

We believe that the infant is part of a family unit and therefore we respect all forms of family.

We believe that feeling secure is a basic need for infants. We respect and encourage the infant's need to explore and discover her/his world by providing a safe and stimulating environment.

We believe that each infant has individual strengths and develops at her/his own pace.

We believe that consistency in the primary caregiver (ECE), the environment, and in the way care is provided, are crucial to the infant's feeling of security. Therefore, the infant will spend the majority of the day with the same primary caregiver (ECE) in the infant room.

Parents and Families

There is no stronger bond than that between parent and child. Once a child attends a childcare centre it will have to bond with the primary caregiver

(ECE). This new attachment to the primary caregiver will not affect the child's attachment to the parent. To thrive, the infant needs to develop self-esteem and trust and therefore it is important that the parent encourages the attachment to the new caregiver.

We recommend you arrange an orientation visit prior to your infant's enrolment. These visits allow the infant to develop trust in the primary caregiver (ECE) while the parent is still around. The length of the orientation depends on the developmental stage of the infant and his/her readiness to stay without the parent.

Children under two are the most vulnerable and often don't possess the skills to verbalize their needs. Therefore, information concerning the child must be shared between parents and Centre staff daily.

The primary caregiver (ECE) will provide the parent with information on the infant's sleep, feeding, and elimination patterns (time of last diaper change ...) each day by sending out a journal through the Fastoche program.

Breastfeeding mothers are welcome at any time. We provide a comfortable place, so the mother can continue breastfeeding when her infant stays at the Centre.

Grouping

For most of the day, Infants are cared for in the Infant room which includes a change/bathroom and nap area.

Main Site location: There are 3 infant rooms, each licensed for 8 infants. There are two primary caregivers per room (1 Early Childhood Educator, and 1 Child Care Assistant). Additional support staff will be provided as needed.

Centre Ave. location: There is one infant room licensed for four infants. There is one Early Childhood Educator, the primary caregiver in the room. Additional support staff will be provided as needed.

Mixed age grouping

Infants will be cared for in a mixed age group setting during arrival and departure times (Mornings 7:00 a.m.-8:30 a.m. and afternoons 4:30 p.m.-6:00p.m). This provides them with an opportunity to explore relationships beyond their age group. When combining age groups the staff-to-child ratio is re-calculated. See also section 'Mixed age group policy.'

We recognize that the needs and abilities of a newborn are extremely different from those of a 2-year-old. We ensure that the developmental level of each infant will be considered, and the program and grouping will be adapted on an ongoing basis.

Daily Program

Infants have a great need for consistency. Besides having a consistent primary caregiver, consistency in the environment and in routines are also important.

We are trying to consider each infant's specific needs to determine the setup of the space and the schedule for each day. The rooms are equipped with child size chairs, tables and low shelving for toys. The space and materials are organized to offer opportunities for group play, solitary play and rest/quiet time.

Snack/Mealtimes

Young infants will be fed according to their own schedule as discussed with their parent/guardian. They will be held while bottle-fed and fed individually in highchairs. Once children can sit unaided, they will be sitting in an infant chair at the table and begin to eat lunch and snacks at routine times.

The formula must be ready to serve in bottles. Each bottle must have a nipple. Formula cannot be reheated. (Example: If a child drinks only 50ml from a 200ml bottle, the rest cannot be reheated.)

A snack will be provided in the morning and afternoon.

Nap time

Infants grow quickly and need to have a flexible schedule to allow for rest that fits their developmental needs.

Infants and toddlers are not put down for their naps with a bottle. The bottles are given before or after their nap.

Infants up to 18 months old will sleep in a crib. Above 18 months they may sleep on a cot. The Centre provides sheets for nap time. Your child is welcome to bring a special blanket or stuffed animal. Staff directly supervise children during nap time and help them fall asleep. Once children wake up, they will be able to play quietly.

Diaper and toileting schedules.

During the day we have set times of the day for diapering. We also check children's diapers frequently throughout the day as there may be other times when a child needs diapering.

Diapers and wipes must be provided for children who are not toilet trained.

There are very few children under 24 months of age who are physically, mentally, or emotionally ready to begin toilet training.

If a child shows readiness and the parent is willing to have the child toilet trained, it must be done at the child's pace.

The bathroom area is equipped with a change table with pull-out stairs. There are small child-size toilets and sinks for children to use.

Children will be directly supervised during toileting and diapering to ensure their safety and proper hygiene practices.

Outdoor Play and Walks

Infants benefit from fresh air and sights and sounds around them. They will be taken outside in a stroller for walks. Infants also need to be physically active and will have additional playtime on the playground. This allows them to explore and touch their surroundings.

Main Site location: There is a separate playground area for infants in the playground adjacent to the building and at the BLSD playground. The infants will use the separate infant area or the attached playground when there are no other age groups present, except during mixed age grouping times.

Centre Ave. Location: All children/age groups are using the one playground area together. Infants sometimes go out to the playground at a different time than the other age groups.

Please provide clothing for outdoor play (hat, mittens, warm jackets, splash/ski-pants, shoes, boots).

Evacuation procedures

Main Site location: Standard emergency evacuation procedures are followed if staff and children needed to leave the building. An evacuation drill is conducted monthly with one drill during nap time. Infants will be placed in evacuation cribs and pushed out the exit door to the playground. The

alternate exit is to the hallway and then out the main entry way (front entrance door). Additional staff or office staff will help with the evacuation of infants.

Centre Ave location: Standard emergency evacuation procedures are followed if staff and children needed to leave the building. An evacuation drill is conducted monthly with one drill during nap time. Staff will carry infants through the back door exiting the building into the playground. The alternate exits are to through the preschool room or through the school age room to exit through the main entrance door. Additional staff or office staff will help with the evacuation of infants.

Infant Curriculum Statement

Throughout the day, infants and caregivers engage in play and caregiving routines in a physically safe and clean environment that is set up with developmentally appropriate materials and equipment enabling each infant to learn and grow.

Play: Infants learn about their world through exploration and play, using all their senses and their emerging motor skills. Our purposefully designed indoor space and daily exposure to nature permit our infants to experience shapes, texture, temperature, light, colours, sounds, tastes, etc. Infants' families are represented in self-made picture books or family pictures that are displayed on the floor, allowing even the youngest infants to look at diverse families while on their tummy or crawling. Caregivers continuously modify the space to foster curiosity and to meet the changing needs as each infant grows. A wide variety of toys are accessible on low shelving: small manipulatives for grasping, toys for pushing, pulling, opening, and closing, small climbing structures for infants beginning to pull themselves up, tunnels to crawl through, water play etc. Toys, equipment, materials, and furnishings are child sized, developmentally and age appropriate, and easily accessible for children to promote autonomy and independence. Since young children are not ready to understand the concept of sharing, we offer duplicates of favourite toys. Children can choose between active and quiet play. A cozy area allows for some quiet cuddle time. Staff engages in play activities, respond to verbal and non-verbal cues, and provide face-to-face interaction. Actions and feelings are labeled, and children are made aware of each other: "I see Johnny playing the drum" or "Oh, oh, Mary is sad" or "She is crying." Small group play such as rolling a ball prepares for peer interaction, and diverse music, action

songs, and rhymes teach about body parts, animals, etc. Stories are read during play time so infants can continue to play.

Transitions occur numerous times a day. A minimum of two warnings are repeated to the children before a transition to help children end their play. Flexible routines are followed so that infants know what to expect but are not rushed. Transitions promote learning and development through experiences such as talking to infants, singing, stories, or using finger plays.

Caregiving routines: Caregiving routines are routines such as feeding, diapering, dressing, and napping. Infants benefit from individualized care and are therefore allowed to follow their own schedule for eating, sleeping, and playing. We incorporate snack and lunch time into the flexible schedule to give older infants the opportunity to socialize during mealtime. Younger infants are held while fed, allowing staff to keep eye contact and talk and/or sing to the child. Once developmentally ready, infants are encouraged to feed themselves, learn to use a spoon and drink from a cup. They sit on small chairs around a table. Staff will communicate with children during mealtime by labeling their food and actions ("You have potatoes for lunch!" or "There goes a spoon full of yogurt into your mouth. Chew, chew!").

Language development is vital during the infant period and our caregivers intentionally exercise verbal communication, facial expression, and body language to support the infant's learning and understanding of the world. Infants are also made aware of their peers: "I am going to change Lucy's diaper" or "Let's get dressed to go outside" or "Mary has a red hat today" or "What colour is Johnny's jacket?". Caregivers provide many opportunities to engage the infants in meaningful dialogues. Smooth transitions take place when staff uses songs and rhymes to prepare for upcoming routines (for example: hand washing songs).

Close, nurturing relationships are the foundation of positive physical, social-emotional, and cognitive growth. We provide consistent caregivers to support the development of trusting relationships and secure attachments.

Connections between home and centre routines are established to maintain consistency in care, and parental involvement is encouraged. Parents are invited to visit or have lunch with their child, and we also encourage nursing, offering a private space to do so. Parents receive a written record at pick-up time about their child's day charting mealtimes, diaper changes, and play activities. Caregivers share a child's day at pick-up and drop-off times.

Through observation, taking pictures and notes of each child's progress in the developmental domains (language, cognitive, physical, social-emotional), staff become aware of each child's needs, and can respond accordingly.

Preschool Program

We believe that children need time to explore and understand their world. As a result, they need to have the opportunity to explore in a safe environment. Play is a necessary medium through which children problem-solve, learn, and develop. Time, space, and opportunity will be provided in ways that allow children to develop at their own rate and in their way. In addition, outdoor time will be provided daily, weather permitting.

Our preschool rooms are licensed for a mixed-age group (2 -6 years). We accept and welcome children of all abilities and make changes to our daily program to meet the needs of each child.

Groups

Main Site location: There are 4 preschool rooms, each licensed for 16 children. Each room has two primary caregivers, one Early Childhood Educator, and one Child Care Assistant. Additional support staff will be provided as needed.

Centre Ave. location: There is one preschool room licensed for 16 children. The room has two primary caregivers, one Early Childhood Educator, and one Child Care Assistant. Additional support staff will be provided as needed.

Nutrition

- * Included with the fee your child will be provided with a morning and afternoon snack. (With the exception of a child that has severe allergies or sensitivities)
- * The weekly snack schedule will be posted on the parent bulletin board or Fastoche TV.
- * Lunches should be sent in small microwavable containers.

In the interest of establishing good eating habits, we ask that you do not bring food items to the childcare Centre such as candy, bubblegum, or chocolate bars. The childcare centre provides milk and water at lunchtime.

Toileting

Diapers and wipes must be provided for children who are not toilet trained. If you are trying to establish a potty-training routine, please let us know and we will try to continue it at the centre. Children will be directly supervised during toileting and diapering to ensure their safety and proper hygiene practices.

Nap time

All children are required to lie down for either a rest or nap. Children can get up and play quietly if they don't fall asleep in 30 minutes. This is the time for the Centre staff to clean up from the morning and lunch and prepare for the afternoon.

Rest or nap time can be a difficult transition for some children. After lunch, each child toilets themselves and prepares their own mat; help is provided when requested. Following toileting we read a couple of stories.

The childcare room is used as the main room for rest or nap time and the children sleep on regulated 3" mats or cots.

In dealing with children who have difficulties falling asleep, caregivers will lay down beside the child and rub their backs. If children feel uncomfortable with this, then the caregiver will sit in the room until such time they fall asleep. Soothing music will be played in the background. An adult will always be present on site while children are sleeping or resting.

The Centre provides sheets and children can bring a blanket and small pillow for naptime.

Please, have your child take only one stuffed animal for naptime to the childcare Centre.

Preschool Curriculum Statement

Early Childhood Education is a time of wonder. Children are naturally curious and eager to learn about everything.

Our curriculum provides a learning environment and schedule that supports the children's interest and development through free play, and spontaneous and planned activities. The Early Childhood Educator observes the children during play and activity time to discover and understand their interests and needs. After that, she/he involves the children in the planning by asking them what they already know about a certain topic (for example: spiders), collecting

their ideas, and representing everything on a web. Our schedules are consistent and predictable but also allow for flexibility if needed, e.g. if children are engaged in an activity when it is time to clean-up for lunch, they may be given extra time to finish the activity.

Transitions between daily routines are kept to a minimum to make the most of learning opportunities, and staff communicate up-coming transitions to children. Transitions are viewed as opportunities to sing with children, talk about what is happening and what they are doing so that children know what to do and what to expect. Ample time is given for transitions, so children are not rushed and have the time to finish what they are doing.

Free play/fantasy play

Stories, activities, and materials that encourage free play help children to explore and understand many aspects of life more deeply. (Topics: Hospital, Firefighter, Grocery Store, etc.) Staff plays with the children so children can learn through participation and imitation. Staff models how to invite children to a playgroup, get to know each other, and become friends. “Johnny likes to play with us. We can include him, too.” Various social interactions between staff and children as well as amongst other children, encourage children’s development of kindness, compassion, respect, and self-discipline.

Practical Life

Activities of everyday life will encourage children’s independence and foster the establishment of responsibility, good work habits, and self-discipline. (Setting the table, cleaning up after themselves, getting dressed, making beds, baking snacks, etc.) We provide a come and go snack time so children can choose when and with whom to eat. Transitions such as bath rooming, washing hands, and getting dressed teach self-help skills.

Language/literacy

Singing, listening to stories, making our own books as well as acting out stories enriches the children’s imagination and vocabulary. Acquiring a love for stories is the foundation of literacy. Staff reads to children during free play and story/circle time. A variety of books to choose from is available in the Reading Centre. Our multilingual staff introduces children to different languages through singing and reading. Books, pictures, and maps representing different cultures and abilities are displayed and presented to the children.

Numeracy/math

Math manipulative materials such as blocks, stackable toys, sand & water play, allow children to manually explore and visualize math concepts. During play and activity time staff uses words such as bigger/smaller, taller, longer/shorter, first/next/last, etc. to help children understand math concepts.

Science

Natural materials such as pinecones, rocks, shells, and other objects from nature that the children have collected are displayed and available for play. Guided and unguided science activities/experiments develop logical and critical thinking. Children learn to make and express their own observations. Staff will ask them to make a drawing, fill out a chart, or write down their experiences.

Physical activity

Math manipulative materials such as blocks, stackable toys, sand & water play, allow children to manually explore and visualize math concepts. During play and activity time staff uses words such as bigger/smaller, taller, longer/shorter, first/next/last, etc. to help children understand math concepts.

Natural materials such as pinecones, rocks, shells, and other objects from nature that the children have collected are displayed and available for play. Guided and unguided science activities/experiments develop logical and critical thinking. Children learn to make and express their own observations. Staff will ask them to make a drawing, fill out a chart, or write down their experiences

We offer opportunities for physical activity indoors and outdoors every day. This includes a wide choice of activities (e.g.: catching, dancing, going for walks, planting a garden, playing games, tobogganing, yoga, etc.). We are placing great emphasis on having fun and staff participates in all activities.

Staff builds relationships with families by having conversations at drop off and pick up time. Families receive a monthly newsletter outlining current activities. Children's work and pictures are displayed and collected in a scrapbook which is given to their families at the end of the year. Families are welcome at the centre to share and present traditions, hobbies, or skills. We also offer parent-teacher interviews to inform parents about their child/ren's development.

Behaviour Management Policy

We believe that children need a supportive environment in which they can develop independence, respect for themselves as well as others, and respect for play equipment.

We attempt to provide an atmosphere where children are not afraid to make mistakes, and we work to help children fix their mistakes and learn from them. Wherever possible, staff members will increase their knowledge and understanding.

We do not practice any form of physical punishment, verbal or emotional abuse, or denial of physical necessities when children misbehave or make a mistake. We will also not use scare tactics or ultimatums that threaten children to behave in certain ways.

As a staff, we work towards a preventative approach to guidance issues. We believe that the learning environment that we create, and the programming that we initiate will foster a cooperative culture among staff and children. The more opportunities that we present for learning and play, the more involved the children will be in productive activities. We talk about emotions and behaviour choices with the children as part of our curriculum in order to give them a source of ideas and solutions when outbursts occur.

We may do any of the following:

Prevention

As a staff, we work towards a preventative approach to guidance issues. We believe that the learning environment that we create, and the programming that we initiate will foster a cooperative culture among staff and children. The more opportunities that we present for learning and play, the more involved the children will be in productive activities. We talk about emotions and behaviour choices with the children as part of our curriculum in order to give them a source of ideas and solutions when outbursts occur.

Positive Reinforcement

Providing appropriate, meaningful praise for accomplishments and making good choices creates a positive environment where each child can feel special and believe the best about themselves.

Reaction

When incidents of misbehaviour occur, we aim to teach the children how to solve problems and handle their emotions in a positive way. Children having emotional outbursts are provided with a quiet area in which they can calm themselves and think about their next course of action. We encourage children to talk about their disagreements and feelings with one another and to problem-solve to encourage self-regulation and social skills.

Choices

We try to provide children with basic choices. It is important that they learn that by choosing their behaviour they are also choosing the consequences. For example, by choosing not to follow basic safety rules on the climber, they are choosing to lose the opportunity to continue their play in that area.

Safe Space

Children will have access to a safe space where they can take a break and calm down in a quiet area. This 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 their 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, and repairs. If you have concerns, please talk to the staff or director.

Mixed Age Group Policy

Kiddie Sunshine Centre Inc. will utilize the mixed age group regulation from 7:00 a.m. to 8:30 a.m. and 4:30 p.m. to 6:00 p.m. Monday through Friday. During these hours, numbers in each age group are lower than the rest of the day. The ages of the children involved will be 12 weeks to 12 years. Children can be with their siblings and interact with children of different ages. This kind of family-style grouping will take place in the mixed-age group room. By 8:30 a.m. the children will be taken to their own age group's rooms. Mixed-age grouping will happen again once each room's child numbers are reduced (as early as 4:30 p.m.). Measures are taken to ensure a safe, stimulating and developmentally appropriate environment for all children. Staff will provide age-appropriate play materials/equipment and remove small items unsafe for infants. Those materials will be stored in the out-of-reach cabinets for children. During mixed-age grouping children will have free play time indoors or outdoors. They will have access to craft materials, paint, and other activities.

We recognize that the needs and abilities of the age groups are extremely different. We ensure that the developmental level of each child will be considered, and the program and grouping will be adapted on an ongoing basis (different height of chairs, change table and small toilet, school age can use regular bathrooms).

When combining age groups the staff-to-child ratio is re-calculated using the ratio calculation chart posted beside the room's entrance door and outdoors by the gate. There will be a copy of the chart in each binder in the emergency backpack. Ratios are always maintained for each age group during mixed-age grouping. See ratio chart on page 8.

- Kiddie Sunshine Centre Inc. Main Site: Children are cared for in the Spruce Room (preschool room 2) during mixed-age grouping. Standard emergency evacuation procedures would be followed if staff and children needed to leave the building. An evacuation drill is conducted annually during mixed-age grouping. CCA's on end of day cleaning duty will come to the mixed-age group room to help evacuate infants.
- Kiddie Sunshine Centre Inc. Centre Avenue location: Children are cared for in the preschool room during mixed-age grouping. Standard emergency evacuation procedures would be followed if staff and children needed to leave the building. An evacuation drill is conducted annually during mixed-age grouping. Additional staff or office staff will help with the evacuation of infants.

Outdoor Play: Children of all age groups will be playing together in the playground. Staff will closely monitor the group of children they are responsible for. Infants may access the infant playground area of the former RCC playground.

Indirect Supervision Policy

There may be times and opportunities for indirect supervision throughout the day, but it will be based on the developmental capabilities of the individual child.

We support the need for children to occasionally use a small space with increased privacy for quiet play, or when feeling tired or unwell, if staff members can adequately supervise this space.

At times children may be supervised indirectly.

School-age children

- Kiddie Sunshine Centre Inc. Main Site: School-age children will use the bathroom in the school-age room during mixed-age grouping time in the preschool room. It will be noted on the attendance chart when the child leaves and returns to the room, so all staff are aware. Staff will stay in the spruce room with the other children while the school-age child uses the bathroom in the school-age room. Staff can view the hallway from the door of the spruce room. If a child has not returned to the spruce room within 10 minutes, a staff will go to check on them or request another staff to check on the child.
- Kiddie Sunshine Inc. – Centre Ave location: At times, there is one member of 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. The child's name is written on the attendance chart/posting with a note "bathroom" and then crossed off when the child reenters the playground.

What Your Child Needs to Bring

1. **Lunch:** No tree nuts, peanuts, pop, candy, or gum. We can microwave food.
2. **Snacks:** Provided in the morning and afternoon. Healthy snack donations (fruit, vegetables) are welcome. A treat from home on your child's birthday is welcome. Please check for current allergies.
3. **Outdoor Clothing:** Suitable for daily outdoor play. Bring mosquito repellent, sunscreen, swimwear, and a towel in summer. Winter boots, snowsuit/pants, warm mitts, and a toque for cold weather. We go outside unless the wind chill is below -25°C.
4. **Indoor Shoes:** Required to prevent injury.
5. **Diapers:** You must provide diapers if your child is not toilet trained. We allow the use of cloth diapers if this is your preference.
6. **Toys:** Please do not bring toys from home except on scheduled show-and-tell days.
7. **Naptime:** Cots/cribs and sheets are provided.



*Kiddie Sunshine
Centre Inc.*

CODE OF CONDUCT

FACILITY NUMBER: 9498

ADDRESS: 104 9th Street NW, Altona, MB, R0G 0B1

CONTACT PERSON: Patricia Klassen

PHONE NUMBER: (431) 965-7565

CODE OF CONDUCT

Welcome to Kiddie Sunshine Centre Inc. Our mission is to provide a safe, nurturing, and inclusive environment where every child can thrive.

We believe in developing the emotional, physical, cognitive, social, and spiritual needs of children through a stimulating and interesting learning program.

This Code of Conduct outlines the standards and expectations for behaviour within our community, ensuring that all children, families, and staff are treated with respect and dignity. By adhering to these guidelines, we create a positive and supportive atmosphere that fosters learning, growth, and mutual respect.

The code of conduct at Kiddie Sunshine Centre Inc. applies to everyone involved in the daycare community, including:

- 1. Children: Ensuring they understand and follow the rules to maintain a safe and respectful environment.**
- 2. Parents and Guardians: Encouraging them to support and reinforce the daycare's values and policies.**
- 3. All Management, Staff and Educators: Holding them to high standards of professionalism, behaviour, and interaction with children and families.**
- 4. Volunteers and Visitors: Ensuring they adhere to the same standards of conduct as staff and contribute positively to the daycare environment.**

By applying the code of conduct to all these groups, Kiddie Sunshine Centre Inc. can create a cohesive, respectful, and supportive community.

GUIDING PRINCIPLES FOR APPROPRIATE BEHAVIOUR

Respect for Others: we treat everyone with kindness and respect, we listen to others and value their opinions, and we use polite language and manners.

Safety First: we will follow all safety rules and guidelines, we will report any unsafe conditions or behaviours to staff immediately, and we will use equipment and materials properly.

Inclusivity and Fairness: we will include everyone in activities and play, we will be fair and share with others, and we celebrate diversity and respect differences.

Responsibility and Accountability: we take responsibility for your actions and behaviour, by following the daycare's rules and routines. We will help clean up and take care of the environment.

Positive Communication: we will communicate openly and honestly and resolve conflicts peacefully and seek help if needed.

Encourage and support others: through learning and growth to be curious and eager to learn. We will participate actively in activities and programs and show perseverance and effort in all tasks.

By adhering to these principles, we can create a positive, safe, and nurturing environment for everyone at Kiddie Sunshine Centre Inc.

DEVELOPMENTAL CAPABILITIES OF CHILDREN

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

This might include Physical, Cognitive, Language, and Social-Emotional Development along with Self-help Skills and developmental Milestones.

TECHNOLOGY USE

The use of Technology is limited to the core operational functions of Kiddie Sunshine Centre Inc. and not used outside of this scope. We use technology responsibly by only accessing the daycare management system. By utilizing the Fastoche system, Kiddie Sunshine Centre Inc. can ensure efficient management, effective communication, and a high standard of care for all children.

Any persons involved in our centre must abide by our policy and refrain from using technology that is not approved. We are committed to protecting the privacy and confidentiality of all children, families, and staff. Our Full policy can be found in our Parent Policy and Employee/Personnel Policy.

Children, staff, parents, and all others involved with our centre must:

- respect and protect the privacy of others
- respect and protect the integrity of all electronic resources
- respect the intellectual property (the ideas, creations, and copyrights) of others
- communicate in a respectful manner
- report threatening or inappropriate material

INAPPROPRIATE USE OF TECHNOLOGY

Our main priorities are defined as being inappropriate and may evolve over time to include other forms of use. At such a time it is deemed necessary to update the policy.

Accessing Inappropriate Content

- Viewing or sharing content that is not suitable for children, such as violent, explicit, or otherwise inappropriate material.

Excessive Screen Time

- Allowing children to use technology for extended periods, which can interfere with physical activity, social interaction, and other important developmental activities.

Unauthorized Use

- Using technology without permission or for purposes not related to the daycare's activities and educational goals.
- Accessing or attempting to access restricted areas of the system or other users' accounts.

Privacy Violations

- Sharing personal information about children, families, or staff without consent.
- Taking photos or videos of children without parental permission and proper

authorization.

Cyberbullying and Harassment

- Using technology to bully, harass, or intimidate others.
- Sending or posting harmful, threatening, or inappropriate messages.

Neglecting Supervision

- Allowing children to use technology without proper supervision, which can lead to exposure to inappropriate content or unsafe situations.

Misuse of Equipment

- Damaging or misusing technological devices and equipment.
- Using technology in a way that disrupts the learning environment or other activities.

Non-Educational Use

- Using technology for non-educational purposes during designated learning times.
- Engaging in activities that do not align with the center's educational objectives and values.

By clearly defining and enforcing these guidelines, Kiddie Sunshine Centre Inc. can ensure that technology is used responsibly and effectively to support the children's development and well-being.

SUPERVISION AND MONITORING

Authorized Staff

- Only designated staff members have the authority to monitor and oversee the use of technology within the center.
- These staff members are responsible for ensuring that technology is used appropriately and in accordance with the center's policies.

Purpose of Monitoring

- Monitoring is conducted to ensure the safety and well-being of children.
- It helps maintain compliance with the center's code of conduct and privacy policies.
- Monitoring also ensures that technology is used to support educational and developmental goals.

Transparency and Communication

- Parents and guardians are informed about the monitoring practices and the reasons behind them.
- Any data collected through monitoring is handled with confidentiality and used solely for the intended purposes.

Compliance with Regulations

- Monitoring practices comply with relevant privacy laws and regulations, such as the Personal Information Protection and Electronic Documents Act (PIPEDA).
- The center ensures that all monitoring activities are conducted ethically and legally.

Additional Measures

- Staff do not use cell phones and other personal electronic devices for personal use when caring for and supervising children.
- Staff makes sure that anyone who may need to contact them during work hours knows to call the centre's phone number.
- If staff take a personal cell phone for safety purposes on outings with children, it is only used for emergency contact with the centre or a child's parents.
- If a staff use personal cell phones or other device to photograph or videotape children (with permission of the centre and parents), the data is downloaded onto the centre's computer and deleted from their phone or device.

Information about children, parents, staff, and the centre (including photos or videos) is not to be posted on:

- Social Media Platforms: Sites like Facebook, Instagram, Twitter, TikTok, and Snapchat, where personal information can be widely shared and accessed by the public.
- Public Forums and Message Boards
- Websites such as Reddit, Quora, and other public discussion forums where information can be easily disseminated and misused.
- Staff do not accept children as "friends" when using social networking sites such as Facebook, etc....
- File Sharing and Cloud Storage Services: Platforms like Google Drive, Dropbox, and OneDrive, unless they are used with strict privacy settings and access controls.
- Online Marketplaces and Classifieds: Sites like Craigslist, eBay, and other online marketplaces where personal information can be exposed to strangers.

UNACCEPTABLE BEHAVIOURS

Unacceptable Behaviours Apply to Everyone

Disrespectful Conduct

- Using rude, offensive, or abusive language towards children, staff, or parents.
- Engaging in bullying, teasing, or any form of harassment.

Violence and Aggression

- Physical aggression, such as hitting, kicking, or pushing.
- Threatening or intimidating behaviour towards others.

Discrimination and Exclusion

- Discriminating against others based on race, gender, religion, disability, or any other characteristic.
- Excluding others from activities or groups unfairly.

Unsafe Actions

- Ignoring safety rules and guidelines, leading to potential harm.
- Actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone
- Misusing equipment or materials in a way that could cause injury.

Dishonesty

- Lying or providing false information.
- Stealing or taking items that do not belong to you.

Inappropriate Use of Technology

- Accessing or sharing inappropriate content.
- Using technology without permission or for non-educational purposes.

Neglect of Responsibilities

- Failing to follow the center's rules and routines.
- Not taking responsibility for one's actions and behaviour.

Privacy Violations

- Sharing personal information about children, families, or staff without consent.
- Taking photos or videos without proper authorization.

By clearly defining and addressing these behaviours, Kiddie Sunshine Centre Inc. can maintain a safe, respectful, and nurturing environment for everyone.

PROACTIVE STRATEGIES

Initiative-taking Strategies for Conduct

Clear Expectations

- **Communicate Rules:** Clearly communicate the rules and expectations to children, parents, and staff from the outset.
- **Visual Reminders:** Use posters, charts, and visual aids to remind everyone of the

expected behaviours.

Positive Reinforcement

- Praise and Rewards: Recognize and reward positive behaviour regularly. This can include verbal praise, stickers, or small rewards.
- Celebrate Successes: Celebrate achievements and good behaviour with group activities or special events.

Role Modeling

- Lead by Example: Staff should model the behaviour they expect from children. Demonstrate kindness, respect, and responsibility in all interactions.
- Peer Role Models: Encourage older children to set a good example for younger ones.

Consistent Routines

- Structured Environment: Maintain consistent daily routines to provide a sense of security and predictability for children.
- Clear Transitions: Use clear signals and instructions to help children transition smoothly between activities.

Social-Emotional Learning

- Teach Skills: Incorporate social-emotional learning activities that teach children skills like empathy, cooperation, and conflict resolution.
- Emotion Regulation: Help children recognize and manage their emotions through activities like mindfulness and breathing exercises.

Engaging Activities

- Stimulating Environment: Provide a variety of engaging and age-appropriate activities that keep children interested and occupied.
- Choice and Autonomy: Allow children to make choices within structured activities to foster independence and decision-making skills.

Open Communication

- Regular Check-Ins: Have regular check-ins with children to discuss their feelings and any concerns they might have.
- Parent Involvement: Keep parents informed and involved in their child's progress and behaviour at the center.

Conflict Resolution

- Teach Strategies: Teach children simple conflict resolution strategies, such as using "I" statements and finding win-win solutions.
- Mediation: Staff can mediate conflicts between children, guiding them to resolve issues peacefully.

By implementing these proactive strategies, Kiddie Sunshine Centre Inc. can create a positive, respectful, and nurturing environment that supports the well-being and

development of all children.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

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

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

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

- using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour
- having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future
- developing a written contract with an adult or older child that outlines specific expectations and consequences
- giving a written warning that outlines specific concerns and consequences if the behaviour continues

Accessing outside resources for help, such as:

- a behaviour specialist or other professionals to help staff understand and reduce a child's inappropriate behaviour.
- child and family services to access parenting supports
- mediation services to resolve conflicts between adults.
- the Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behaviour involves discrimination or harassment.
- the police to assist with threatening behaviour.

In extreme cases, we will take additional steps such as:

- suspension or dismissal of a staff member
- suspending or withdrawing childcare services because of a child's or family member's inappropriate behaviour
- in the case of a visitor, not allowing the person to return to the centre

- contacting the police and/or child and family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person