

EARL GREY CHILDREN'S CENTRE

ENROLLMENT/POLICY MANUAL

Welcome to the Earl Grey Children's Centre. You will find our present policies and regulations listed below. We feel that your familiarity and compliance with them will aid all of us in providing your child/ren with the most relaxed and stimulating environment possible. We urge parents to read these policies carefully, and keep for future reference.

Earl Grey Children's Centre accepts children of all abilities. Expectations are based on the developmental abilities of each child.

Children are accepted from 3 – 12 years of age. We provide before school, lunch and after school care as well as a full day preschool program. We provide full day care on inservice days and school holiday days.

All children must be fully toilet trained. Earl Grey Children's Centre is not licensed for diapering. Children must be able to verbally ask to use the bathroom and be able to use the bathroom independently. No pull-ups are permitted due to health regulations and licensing for this facility.

Earl Grey Children's Centre does not provide a scheduled nap time.

Casual enrolment is not allowed. Part time enrolment is permitted if space is available. However, we have a bumping policy that gives priority to parents requiring full time care. If you are registered part time, you will be given first choice of the full time space. If it declines, you will be bumped for the full time parent. Siblings receive priority enrolment.

- **Earl Grey Children's Centre provides care for children attending Earl Grey School. Enrollment in the daycare does not guarantee space at the school if you are residing outside the catchment area. Please check with the school office for more information.**

POLICIES: HOURS OF OPERATION

The centre is open from **7:00 am to 5:30 PM** daily. We are not open weekends, civic and statutory holidays. The Earl Grey Children's Centre recognizes the following holidays and/or alternate closure day

NEW YEARS DAY

VICTORIA DAY

CANADA DAY

GOOD FRIDAY

LABOR DAY

THANKSGIVING

EASTER MONDAY *

CHRISTMAS DAY

BOXING DAY

REMEMBRANCE DAY *

AUGUST CIVIL HOLIDAY

LOUIS RIEL DAY

TRUTH AND RECONCILIATION DAY*

- *The Earl Grey Children's Centre closes the Monday of Spring Break in lieu of Easter Monday. Other statutory and entitled days may be observed on alternate days if a holiday falls on a weekend.*
- *EGCC closes the Friday of the MCCA Conference (usually end of May –date TBA each year) and fees are charged.*

The centre closes at **1:00 PM on Christmas Eve (or as designated by the school division)** as well as **1:00 Pm on New Years Eve.**

Please ensure your child does not arrive before 7:00 am and are picked up by 5:30 PM to avoid overtime fees. Please do not ask staff to open the centre prior to 7:00 am

PAYMENT OF FEES

Once your child(ren) has(have) been enrolled at Earl Grey Children's Centre a non-refundable administration fee of \$100.00 per child shall be paid by E Transfer prior to their start date.

The centre will also issue 2 weeks written notice if we require a child to be withdrawn. The following exceptions apply: IN the event of an unpaid bill, notification is given according to payment policy.

- **A late fee charge of \$1.00 per day (including weekends) will be charged for all late payments. A copy of the billing periods and due dates is available from the office (Rm 1) and is included in your enrolment package. One income tax will be issued at the end of the year. All accounts must be up to date in order to receive the income tax receipt. A \$20.00 FEE WILL BE CHARGED FOR REISSUE OF TAX RECEIPT OR ANY OTHER DOCUMENT REQUIRED BY THE PARENT (TAXES, CRA, ETC)**

Earl Grey Children's Centre charges the maximum daily fees as set by the provincial government.

All invoices are e-mailed out every 4 weeks so please ensure your mailing/e-mail address is up to date with the office.

Billing for fees is done four weeks in advance and are e- mailed out. Due dates are clearly marked on your bill. A reminder notice is issued the following week of the pay period. Accounts still outstanding 1 week following the reminder will receive a withdrawal notice. Once payment has been made in full, you may return to the centre pending confirmation of the Director. The director has the right to refuse re-instatement of care depending on the circumstances and frequency of payment that has been in arrears.

A service charge of \$1.00 per day will be added to all accounts paid after the due date.

ALL payments can be made in the following ways only

- *EFT*
- *E Transfer (upon approval from Director only)*

Cash/cheques will NOT be accepted.

Late child Pick up

Earl Grey Children's Centre will charge a late fee of \$25.00 per child for every 15 minute increment after 5:30 pm closure time. [Late fees begin at 5:30pm](#). Payment will be invoiced to families on the next billing period. Families must be out of the centre by 5:30 to avoid late fee charges. Termination of care can result from excessive late pick ups.

The late fee will be added to your regular childcare fees. The Centre will assess late fees only until 6:30 pm. At which time Child and Family Services Agency will be contacted to apprehend the child. Repeated abuse of the overtime policy will result in a request to withdraw your child from care.

FIELD TRIPS

Additional money from home is not permitted on field trips. A summer field trip fee of \$30.00 per child is charged at the beginning of the summer to all families registered for July and August.

NSF Charges:

Earl Grey Children's Centre will charge a \$40.00 NSF fee for any returned EFT. [Delaying an EFT payment past the due date carries a \\$40.00 charge.](#)

After 3 NSF the Board of Directors will be consulted to determine discontinuation of service

SUBSIDY

Parents may apply to the Child Day Care Office to have their fees subsidized. Subsidy applications can be completed online at www.gov.mb.ca/childcare A few forms are available from the centre Director. It is the parent's responsibility to ensure all required information is included in the application. **Parents are responsible for the FULL COST OF CARE UNTIL THE SUBSIDY DECISION HAS BEEN RECEIVED BY THE CENTRE.** Parents are responsible for knowing the renewal dates and re-applying before the subsidy expires in order to avoid being charged full fees. If you are transferring from another centre the parent must inform the subsidy office of the start/transfer date of the child to the Earl Grey Children's Centre. If you require assistance or need to speak to our subsidy clerk you can call her at 204- 945-2676.

If evidence of subsidy approval is not presented prior to enrolment, the parents are responsible for the full cost of care until their subsidy approval has been received by the centre. We will adjust parent's accounts accordingly once the subsidy approval is received. Full fees will also be charged if the subsidy expires and the renewal has not been received by the centre prior to the following billing period.

VACATION

FULL FEES are charged during vacation periods. Please refer to Schedule A for fee rates.

SICK DAYS

FULL FEES are charged for sick days. In the event the parent is subsidized and a long term sickness occurs you may contact the subsidy office and with proper doctor notification, some sick time may be paid for. Subsidized sick time is not the responsibility of the Earl Grey Children's Centre and is determined only by the Daycare Office.

- ***PLEASE NOTE THAT SICK CHILDREN CANNOT BE LEFT AT THE CENTRE. IF YOUR CHILD IS TOO SICK TO GO TO SCHOOL THEY ARE TOO SICK FOR DAYCARE AND CANNOT BE LEFT AT THE CENTRE IN LIEU OF GOING TO SCHOOL.***

If a child becomes ill during the time of care parents will be notified and are responsible for either picking up the child or arrange for an emergency contact person to pick up the child. Children who become ill at school **may NOT** be sent to the daycare instead. Parents must pick their child up from school if the illness happens during school hours.

Sick Policy and COVID Protocols:

Please note that we differ from the school's policy in that we do not allow ANY symptoms

Just a reminder that **if your child/staff is sick (runny nose or, cough or fever or, diarrhea etc), we require that they remain home for 24 hours AFTER symptoms have resolved.** This ensures that no other symptoms occur during that extra 24 hours and we can keep the staff and children free from spreading any coughs, colds etc. **It must be 1 full day (not hour to hour)**

For example, if your child is absent on **Monday** because they are not feeling well, and they are feeling better and **symptom free** on **Tuesday** then they can **return WEDNESDAY**. They cannot return the next day if they were home the day prior. It does **NOT** mean that if you picked your child up at 11:00 AM Tuesday you can bring them back at 11:00 AM the next day...we ask that it be one (1) **complete daycare day.**

We will continue to be VERY strict with not allowing any symptoms in the centre as some of our children are unvaccinated and the Delta/Omicron/other viruses virus are highly transmissible.

With the start of Rhino Virus season, we are being very strict in not allowing even 1 symptom for the safety and consideration of your child and the other children, families and staff. If staff get sick, they cannot attend work and if they are not able to work, you do not have childcare. And if we don't spread runny noses etc then parents will not have to keep taking days off their work.

If your child develops symptoms and requires COVID testing, they MUST remain at home and can return to school or daycare **24 hours AFTER being symptom free** and has a negative test result.

Parents are responsible for having an emergency pick up person listed who is available to pick up their children in the events a parent cannot be reached. ID is required for all pick ups.

If a child is involved in an accident or injury at the daycare which requires medical attention an ambulance will be called, and the parents will be notified immediately. Parents or their alternate will be required to meet the staff person and child at the facility. If a parent is unable to attend it is the responsibility of the parent to arrange for an alternative person known to the child and the centre to attend to the hospital or clinic. In the event that an ambulance is called parents are responsible for the cost of the ambulance.

ADMINISTRATION OF MEDICATION

The E.G.C.C. will agree to administer prescription medication only. We will not administer non-prescription medication (over the counter) medications. This includes such medications as head ache or pain medications, Tylenol, cough and cold medications, eye or ear drops. All medications to be administered must be prescription and in the original container with the prescription information on it. All prescriptions must be current and prescribed by a doctor. Medication will only be administered according to the prescription instructions. A permission form for administration must be completed and signed by the parent prior to medication being administered. One copy of the medication release form is found in the enrolment package. There will be no exceptions to this policy!

TREATMENT OF STAFF/OTHER CHILDREN

Verbal or physical abuse of staff/children will not be tolerated, and will result in immediate removal from the program. Abuse is defined as physical (hitting, kicking, spitting, punching, head butting or any other physical assault which may cause injury) or verbal. Verbal abuse is defined as swearing, name calling demeaning language or attitude, threatening language or any other act which would cause the individual to feel threatened in the workplace/centre. Verbal abuse and or physical abuse from the parent pick up person or any other individual (including children enrolled in the centre) will result in immediate expulsion from the centre.

- **Earl Grey Children's Centre adheres to our Code of Conduct.**

ATTENDANCE

Parents are responsible for notifying the centre or any changes to regular attendance or any absences. **The centre phone number is 204-453-6566.** The Earl Grey Children's Centre is not part of the school and both the school and the daycare must be notified if your child will not be attending or if there is a schedule change. (Early pick up etc.). As a parent it is your responsibility to contact the centre and notify us of any in-services your child may have. The school is not responsible to notify us. ***Please do not leave messages regarding your child's attendance on the office line (office line is 204- 453-7387). Those messages MUST be left at the daycare line at 204-453-6566.*** There is an answering machine at the centre which is monitored regularly for your convenience. Parents are charged for all time slots and days the child is registered for regardless of attendance. This is the case for regular school days, inservice days, as well as all break periods (summer, Christmas, Spring break etc.)

DROPPING OFF AND PICKING UP CHILDREN

Parents are responsible for dropping off and picking up their children. If the parent desires, the child can arrive at the Centre unescorted providing that the child is attending grade one or higher and **parental release has been signed on the enrolment form.** The Earl Grey Children's Centre accepts no responsibility for any child that arrives unescorted until the child has made themselves known to the staff of their arrival and they are marked in to our attendance by a staff. All children who are 3 years of age, in nursery or kindergarten must be accompanied into the daycare and released to a staff member. The EGCC accepts no responsibility for the safety or well-being of children sent into the centre alone. Parents are required to identify for the centre other persons who may from time to time pick up their child/ren and whether notification to the centre is required each time these people pick up the child. ***(Photo identification is required at all times from these persons or any other person who is not the regular daily parent pick up person).*** This information form is part of your enrolment package. It is the responsibility of the parent to keep the Centre up to date on any changes in pick-up persons. Children will not be released, regardless of age unescorted from the centre. Anyone picking up a child must be 12 years of age or older and not in the care of the centre.

INFLUENCE OF DRUGS OR ALCOHOL

The Earl Grey Children's Centre will not release a child to anyone under the influence of drugs or alcohol. In the event that a person arrives to pick up a child who is in our opinion under the influence of either drugs or alcohol we will contact the alternate pick up person, Child and Family Services or the Police Department.

RUNAWAY POLICY

If your child runs away from the centre you will be contacted immediately by the staff person on duty in order to notify you that you are required to accept responsibility for the search of your child. It is the responsibility of the centre to provide for the care and safety of the entire group, and the centre staff members cannot leave the group to chase/find a child who leaves/runs from the centre. Please ensure your child understands that leaving the centre or playground alone is not an acceptable option.

CUSTODY

If there is any custodial agreement, court or government order in effect, a copy of these papers must be placed on file with the centre at the time of enrolment. If there is a restraining order in place which will affect access to the children by an individual, it must also be placed on file with the centre. The centre will abide by the custody instructions and or restraining orders in all cases. If any changes in orders or custody instructions during the period of enrolment, it is the parent's responsibility to notify the centre in writing and provide a new copy of the arrangement/agreement.

If custody papers are not filed at the centre and a non-custodial parent arrives at the centre to pick up their child, the centre **will** release the child to this parent.

CLOTHING AND PERSONAL ARTICLES

Please ensure your child is provided with appropriate outerwear as we go outdoors everyday except in extreme weather.

Summer wear requires: Hat, sunscreen, bathing suit, towel and mosquito spray (this item is according to personal preference and not required).

Winter wear requires: Warm jacket, mitts, or gloves, hat, scarf, and winter boots.

Please do not ask to have your child stay indoors due to colds etc. as we are not staffed for this. If they are too sick to go outside they are too sick to come to daycare.

All children must have shoes or runners to be worn at the centre. Children may not wear boots and their shoes must be clean!

Lunches: Please do not send any of the following items in your child's lunch or as a snack: candy, chocolate bars, carbonated beverages. They are not allowed at the Centre and do not fit with our desire to teach children good nutrition. These items will be removed and sent home or discarded. Any nut products sent will be removed and handed back to the parent with a "nut free centre" reminder notice.

RELEASE OF CHILDREN TO SCHOOL AND ARRIVAL OF CHILDREN FROM SCHOOL

Children from grades 1 – 6 walk down from school on their own and are sent to the classroom on their own. The centre is not responsible for the children until they arrive at the daycare. If your child does not arrive at the daycare, the staff will first call the school office to ensure that the child was in attendance and was not held back in class. If the child has been released from class, the centre staff will contact the parent at this time (within 15 minutes) to inform them that their child has not arrived.

Children are released to the custody of the school at 8:55 am and 12:55 pm each day. Children in kindergarten and nursery school remain in the custody of the centre until they are taken to their class and released to the teacher by a childcare staff. Staff members escort the children to the playground and assist with playground supervision.

OUT OF CENTRE SCHOOL BASED ACTIVITIES

There are occasions when children are enrolled in school events, clubs or activities and must leave the daycare part way through the period to attend these school based events; eg. Patrols, intramurals, computer club, return to class early to participate in special events or at the request of the teacher. It is understood that in these circumstances, the children are being discharged from care and that the Earl Grey Children's Centre accepts no liability or responsibility for the children once they are released from care to attend these events. Children will only be released from Daycare for these events if there is a signed permission slip on file allowing the child to attend. Verbal permission is not acceptable. Please do not ask for exception to this policy as the children's safety is our prime concern.

BLIZZARD POLICY/DANGEROUS WEATHER

The Earl Grey Children's Centre will follow the policies as set out by the Earl Grey School in regard to blizzard and emergency closure. This means that if the school announces closure due to a blizzard or other emergency, the Centre will close also. All Emergency and blizzard closures are announced by radio (C.B.C. and C.J.O.B A.M. bands.) and will be e mailed to parents.. The daycare centre office is equipped with a weather radio provided by the province of Manitoba to alert the centre to any hazardous weather conditions such as tornadoes etc.

SUSPENSION POLICY RE: SCHOOL

It is the policy of Earl Grey Children's Centre not to permit children who have been suspended from school to attend the daycare until the school suspension is complete. This applies to children from nursery to grade 6

Touch Policy

Here at Earl Grey Children's Centre, we believe in the importance of positive touch (from both male and female caregivers) for the healthy development of young children. Touch reduces stress, aids healthy brain and emotional development, and demonstrates love for the children in our care. Appropriate touch in early education settings can be defined as non-intrusive and causing no feelings of discomfort or confusion for the child. Such contacts should also not cause feelings of discomfort or confusion for caregivers, and take into consideration a child's right to make choices about their participation. Each child should be allowed to determine what kinds of touches he or she finds acceptable. With support from families and appropriate guidance and instruction, teachers can help develop children's understanding of appropriate touch. Earl Grey Children's Centre regards physical contact and closeness with children as natural and essential. Touching shows that the caregivers are at ease with a child who wants to sit on

their knee hold their hand or share a hug. In play you may see children getting piggy-backs or being lifted up to reach a ball from a tree. You may see a teacher with his/her arm around a child while reading a book. You will see children sometimes get a congratulatory hug when they have a personal achievement.

Rough Play Policy

Here at Earl Grey Children's Centre, we believe in the value of exuberant, boisterous, rough and tumble play to a child's overall development. The vigorous body play allows young children opportunities to learn about their bodies and how to regulate them, as well as how to begin to relate to other children and show concern for them.

To support the use of big body play, we do the following:

- Provide training to all staff on the importance of big body play and how to supervise it.
- Prepare both indoor and outdoor environments for this play style.
- When applicable, establish classroom and playground rules to keep children safe and help them know what to expect
- Supervise children's play constantly by sight and sound
- Model appropriate play and assist children so that they are able to play comfortably with each other in this way

Safety Plan Info

Our commitment of providing a safe environment for the children and families of EGCC is important to us.

The Province of Manitoba, in conjunction with EGCC has developed a detailed Safety Plan to outline possible threats and our response to them.

Please step by the office (RM.1) if you wish to discuss our Safety Plan.
You can view the [Safety Plan online at www.earlgreychildrenscentre.ca](http://www.earlgreychildrenscentre.ca)

The Board of Directors and staff of the EGCC has been trained in the response of possible threats to our Centre.

HIV POLICY

The Earl Grey Children's Centre does not discriminate on the basis of H.I.V. status. The centre follows all safety/policy guidelines set out in the Public Health Regulations.

ANAPHYLAXIS POLICY

At the Earl Grey Children's Centre our primary concern is always for the safety of the children in our care. To this end, we have developed the following policy regarding Anaphylactic or life threatening allergies in children registered at the centre. The Earl Grey Children Centre views child safety from a partnership prospective between parents, the centre and the child.

Upon enrolment of any child with a life threatening allergy we will initiate the process for an Individual Health Care Plan in co-operation with the Centre, the parent as well as the United Referral and Intake System (URIS), a provincial government funding mechanism that provides support for children with special needs. Once the centre is notified in writing that a child has a life threatening allergy, a U.R.I.S. application is filled out for submission. The parents will be required to sign a Release of Information form. When the application has been approved the Centre will contact our Public Health Nurse and request staff training to ensure awareness within the centre. We will request that an I.H.C.P. be developed for the child by Public Health. The Earl Grey Children's Centre will then follow the I.H.C.P. developed for the child. The application and I.C.H.P. will be re-submitted and reviewed on an annual basis. If the condition of the child changes parents are required to notify the Centre in writing immediately.

Anaphylaxis Management at Earl Grey Children's Centre

Earl Grey Children's Centre is a nut aware centre. We do our best to provide nut free products in any food we serve. A list of food brands is available at the office upon request. Foods served at snack by the centre are foods that state they are nut free or made in a nut free facility and/or do not contain traces of nuts in the list of ingredients. We are "nut aware" and strive to provide food choices that are nut free to the best of our ability.

As we are co-located in a school and the children at the centre are in contact with other children from outside the centre, Earl Grey Children's Centre cannot guarantee that a child may or may not be in contact with a food item which is nut free from outside the centre. We do guarantee that we will do to the best of our ability, provide food items that do not contain nut or nut products or are made in a facility that may have come in contact with nuts. We will call the company to ensure a nut free item if in doubt.

You must also be aware that the children at Earl Grey Childcare provide their own lunches from home. We monitor lunches to ensure lunches do not contain any obvious nuts but we cannot guarantee how the foods were prepared from home.

Here is how we manage our facility when providing food:

- Children wash hands before eating
- Children are not allowed to share food with each other.
- Tables/food prep areas are disinfected before and after eating
- Only approved foods are served
- Staff are trained in anaphylaxis and the use of the epi-pen annually

- Snack menus are provided to parents in the enrolment package
- No outside birthday/celebration foods are brought in. For birthdays please feel free to bring in non food items: pencils/erasers/stickers/etc....
- We keep up to date on each child's anaphylaxis plan
- If a parent sends a food containing nuts, the staff will confiscate the item and return it to the parent at the end of the day with a reminder of the importance of safety and remind them of our policy. We will educate them on the importance of this policy. Continued disregard for the policy can result in termination of care.
- Baked goods are made in our centre using ingredients that are nut free.
- We work cooperatively with the parents, coordinator, WRHA health nurse to provide accurate information.
- We encourage and support parents of nut allergies to provide foods from their home that can be stored at the centre and served to their child for snacks/special lunches etc. Please see the director for more information.

We will do as much as we can to ensure safe food handling and serve safe foods. It is important to understand however that we cannot control beyond our centre and that the children enrolled in Earl Grey Children's Centre are in contact with the outside community and school. We cannot guarantee that the same standards are met outside our facility.

We will do the best that we can do to provide a safe environment for your child and encourage families to work cooperatively with the centre to make sure all children are safe. We are partners in the caring and education of your child.

TRANSPORTATION POLICY

The Earl Grey Children's Centre uses public transportation as well as chartered bus transportation for our field trips. The following procedures are observed during field trips:

- Written permission is required for participation in field trips. Staff may take children on neighbourhood walks or to the local parks (Harrow and Gladstone) without permission. These are not considered field trips.
- The children are paired and walk together in pairs to the bus stop.
- Attention to all street safety rules is observed.
- The children line up at the bus stop in pairs, behind the sidewalk edge farthest from the bus stop.
- All children board the bus and sit together on the bus
- Quiet on the bus is the rule for bus rider ship
- When exiting the bus the children line up at the edge of the sidewalk further from the bus stop, and wait for all members to exit the bus.
- Orderly conduct is expected. Procedure for field trips is reviewed at the onset of each field trip. Failure to cooperate will result in the return to the Centre and the cancellation of the field trip. In the event of a problem with an individual child, the child will not be permitted to accompany the group on the next field trip. Parents will be notified at the time of the incident.
- At all times the staff will walk at the front, back and if possible and other within the line of the children. Head counts are taken getting on and off the bus and during the field trip. In the event of an emergency one staff will stay with the injured person, and the remainder of the group would return to the centre. At all field trips, medical

- emergency kits are taken. All staff are trained in Standard First Aid and would attend to the need of the injured person while awaiting the ambulance.
- Staff vehicles are not used to transport children

INDIRECT SUPERVISION

There are some times when children at the Earl Grey Children's Centre will not be subject to direct supervision by staff at the Centre. These occasions include but are not necessarily limited to the following: bathroom trips, hand washing in washrooms, activity room changes, trips to lockers (both in the centre as well as classroom lockers). During all of these occurrences, children travel unsupervised. As well, when the daycare centre is on the outdoor playground, children in grades 4, 5 and 6 are permitted to return to the school (or community club) to use the washroom unsupervised. In all of these cases, it is understood that the children involved will go directly to the location and return directly back to the centre staff. Parents are advised to be aware of this policy when registering their children, and discuss with the children the importance of compliance, as it is understood parents will have read this policy manual and taken into consideration this policy when registering their child/ren.

Nursery and kindergarten and the 3 year olds are under the direct supervision of staff members when travelling to and from washrooms and during activity room changes.

Earl Grey Children's Centre Inclusion Policy

Earl Grey Children's Centre accepts and welcomes children of all abilities.

Our program supports the full inclusion of children who require additional support because of a physical, social or emotional need.

Indoor and outdoor areas are arranged to the best of our ability so all children can move freely and make choices based on their abilities, interests and needs.

Earl Grey Children's Centre makes changes to our daily program to meet the needs of each child.

Opportunities are provided for all children to participate in social free play and routines throughout the day.

Earl Grey Children's Centre provides developmentally appropriate group experiences for all children and encourages the socialization of every child with peers.

We believe that each child deserves an environment and experiences that promote growth in all areas of his/her development

Earl Grey Children's Centre uses program approaches that best meet the needs of each child and his/her family.

We respect and value input from parents and encourage them to be part of the decision making process for their child.

We recognize the desires of the family.

Earl Grey Children's Centre supports families by consulting with early intervention professionals.

We work with parents and early intervention professionals who have valuable, knowledge and expertise to share with each other.

Staff at Earl Grey Children's Centre receives professional development in current areas of child development, research, theory and practice.

Earl Grey Children's Centre is committed to learning more about various disabilities and

Full inclusion as part of our annual training program.

- **Earl Grey Children's Centre accepts children of all abilities. Expectations are based on the developmental abilities of each child.**

Earl Grey Children's Centre Staffing Crisis Policy

If we should have a crisis in staffing due to employee illness, the Earl Grey Children's Centre will implement the following: Emergency Service Workers will have first priority for care.

1. All efforts will be made to have all employees available including substitutes to operate the centre.
2. Should there be a lack of employees to operate, parents will be contacted as soon as possible to find alternate care for their child/ren
3. Parents with flexible hours will be asked to pick their child/ren up or arrive later with their children to accommodate staffing.
4. Staff will be asked to work overtime to accommodate as much as possible.
5. The centre may open/close at a reduced time frame. Parents will be notified.
6. If the centre is closed (we will close if the school is closed) it will be announced on CJOB radio and listed in their website (www.cjob.com)
7. Parents may be denied care if we cannot meet ratio because of illness

Emergency Service Worker Priority Policy for Staffing Shortage for Earl Grey Children's Centre

Earl Grey Children's Centre will use the listed priority of determining childcare services when the staffing situation becomes critical and deemed a shortage of staff.

1. Health and health services providers
2. Child care workers (early childhood educators, child care assistants, centre administrators and support staff)
3. Kindergarten-to-Grade 12 education providers (teachers, administrators and support staff)
4. Law enforcement
5. Corrections workers
6. Fire and paramedic first responders
7. Direct social services and child protection workers
8. Transportation (transit/mechanics etc)
9. Utility Workers (hydro/utilities/waste water)

After these priority groups, EGCC wish to consider others who provide essential services, such as:

- front-line natural resource workers
- gas station attendants
- essential supply chain staff (e.g., truck drivers delivering food, medications and other essential goods; food industry staff working in food processing plants)
- grocery store staff

Examples of frontline "direct social services workers" that would be considered CSWs are:

- Child and Youth Care Practitioners working in group/residential care settings
- Staff working in Child and Family Services (CFS) group homes
- Community Living disABILITY Services (CLDS) direct service workers
- CLDS and Children's disABILITY Services (CDS) direct support providers and respite providers
- Community service workers, behavioral specialists, resource assistants and clinical professionals who support CFS, CLDS and CDS families and children
- Staff who process Child and Adult Abuse Registry Checks
- CLDS and CFS licensing specialists and provincial investigators
- Street Reach staff
- Adoption staff
- CFS Agency and Authority staff
- Child development and autism outreach staff
- Employment and Income Assistance front-line staff

Earl Grey Children's Centre will use the above priority of determining childcare services when the staffing situation becomes critical and deemed a shortage of staff.

Whenever possible we will ask parents ahead of time as per our previous staff crisis policy. This policy will be in effect if no other options are available to operate.

Requests for Affidavits

Because the Board does not wish to be seen taking a position in domestic disputes and because evidence is generally available by subpoena, it is the general position and policy of the Earl Grey Children's Centre not to furnish affidavits to parents in domestic disputes.

When any employee is asked to furnish an affidavit related to matters arising out of their job duties, then the request is to be communicated to the Director. Staff will be required to attend court or court proceedings only if subpoenaed (unless the subpoena is rendered void before the appearance).

The policy of not voluntarily furnishing affidavits may be relaxed, at the discretion of the Director, if the Director feels that a legitimate child welfare concern would be better addressed if the evidence were made readily available to the party requesting it. The Director's decision is to be made final. The Board will hear submissions from parents or "appeals" of the Director's decision.

All information will be disclosed in accordance with provision of any legislation or court order.

The Earl Grey Children's Centre follows the Manitoba Childcare Program (MCCP) protocol "Understanding Custody Arrangements and Court Orders Issued by the Criminal or Family Law Courts."

IF YOU HAVE ANY QUESTIONS OR CONCERNS AT ANY TIME, PLEASE FEEL FREE TO CONTACT THE CENTRE TO DISCUSS THEM. THE DIRECT NUMBER TO REACH THE DIRECTOR IS 204- 453-7387.

POSTED INFORMATION:

The following information is always posted and available for parents review:

- Daily schedule
- Emergency procedures
- Evacuation Plan

- Staff work schedules
- First Aid Certification for all staff
- Monthly snack schedule
- Any upcoming field trips, with pertinent information
- Behaviour Management Policy
- The Child Daycare Act and our Provincial Licence
- Parent Guide to Choosing a Daycare

PARENT INVOLVEMENT

The Board and Staff of the Earl Grey Children's Centre welcome you to the centre and look forward to working with you and your child/ren. The Board of Directors would like to invite all parents to become members of the Board. Please contact the Centre for meeting details. Phone 204- 453-7387 for more information.

The Daycare Staff welcome parents to drop by the Centre any time to visit with their children or the staff.

Earl Grey Children's Centre Use of Email, Electronic Devices and the Internet

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

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

Inappropriate use includes, but is not limited to:

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

Staff may not use cell phones and other personal electronic devices when they are caring for and supervising children. Anyone who may need to contact a staff person

during the staff person's regularly scheduled working hours must contact the Earl Grey Children's Centre's direct line.

If, for safety purposes, it is necessary for staff to take a personal cell phone during the course of outings with children, it must be used only for emergency contact with the Earl Grey Children's Centre or the children's parents/guardian/caregivers.

If it is necessary, and with the parent's/guardian's caregiver's permission, for a staff person to use a cell phone or other electronic device to photograph or videotape children, the data must be downloaded onto the Earl Grey Children's Centre's computer and immediately deleted from the staff person's phone or device. **Children/families of the centre or visitor's cannot take pictures/video without permission from the Centre.**

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

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

- **Parents/guests/pick up persons will be required to participate in all evacuation and/or shelter in place drills or procedures if they occur while at the centre.**

CODE OF CONDUCT:

Please see the attached copy of our Code of Conduct. All parents, staff, people visiting, working or otherwise involved with the daycare are required to adhere to this policy.

EARL GREY CHILDREN'S CENTRE BEHAVIOR MANAGEMENT POLICIES

1. **We DO** use logical consequences as a method of discipline
2. **We DO** expect children to be children, but respect for staff members is expected.
3. **We DO** use short periods of removal from an activity, in order to give children cooling down time and time to re-think their choice. Children are approached with offers of assistance when they are ready to participate in the problem solving process.
4. **We DO** speak with children about behavioural choices and assist children to develop alternate methods of handling problems.

5. **We DO** keep parents informed about problems and when intervention on the part of the staff is not sufficient to solve behavioural issues, parents are contacted and expected to participate in the process. We may ask parents to come to the centre for a meeting, reinforce the message of appropriate behaviour at home and support the steps taken by the staff in regard to the problem.
6. **We DO** use positive touching to show affection for children or keep them from danger. We also respect the preference of some children not to be hugged as a means of showing affection.
7. **We DO** reserve the right to implement any or all of the following strategies: loss of privileges, suspension, or permanent removal from the program.

We DO Not:

2. **We DO NOT** administer physical punishment as a method of discipline
3. **We DO NOT** emotionally abuse or berate children.
4. **We DO NOT** deprive children of food or physical comfort as a method of discipline.
5. **We DO NOT** use excessive isolation as a method of discipline.

- **Earl Grey Children's Centre accepts children of all abilities. Expectations are based on the developmental abilities of each child.**

EARL GREY CHILDREN'S CENTRE FEE SCHEDULE

Once your child(ren) has(have) been enrolled at Earl Grey Children's Centre a non-refundable administration fee of \$100.00 per child shall be paid by E Transfer prior to their start date

REGULAR SCHOOL DAYS – School Age

\$10.00 per school day

\$10.80 for all additional inservice /holiday days

Time Slots are as Follows:

7:00 am – 9:00 am

12:00 pm – 1:00 pm

3:30 pm – 5:30 pm

PRESCHOOL RATE: \$10.00 PER DAY (\$200.00 per 4 week billing period)

STATUTORY AND CIVIC HOLIDAYS

All statutory and civic holidays must be paid for. Full day fee is assessed (\$20.80) during the summer, Christmas and Spring Break periods, stat holidays and civic holidays; the regular school day rate is assessed during the remainder of the school year.

- **EGCC charges the maximum regulated daily parent fees.**

THE PROVINCIAL SUBSIDY IS SUBJECT TO THE FOLLOWING

1. Daycare costs for additional days beyond which the applicant is eligible or an additional fee up to \$2.00 per day per child which may be charged by a facility are the responsibility of the applicant. The maximum additional fee is defined in daycare regulations. The Earl Grey Children's Centre does charge the additional \$2.00 per day per child.
2. Absences of up to 15% of the total number of approved days during the period approved for subsidy will be subsidized. Subsidy will not be paid for any additional absent days beyond this period. Costs not covered by subsidy are the responsibility of the parent. Parents are responsible for ensuring they keep track of the absent days used by their children. The centre will not keep track of any days missed for this purpose.
3. A re-application for subsidy must be received in time to be processed by Child Day Care before the subsidy expiry date if continued care is required. (A minimum of 4 weeks before your subsidy expiry date. *******FULL FEES WILL BE CHARGED IF SUBSIDY APPROVAL IS NOT RECEIVED BY THE APPLICANT'S EXPIRY DATE.**
4. **Two weeks written notice is required for removal of a child from the program.** The Earl Grey Children's Centre will also issue two weeks written notice to a parent prior to the permanent removal of a child from the program. Exceptions to this are removals for non-payment of fees or for verbal/physical abuse to children or staff members by the child.
5. Immediate notification is required if information on your application form has changed (eg).change of address, termination of employment, new employment situation, withdrawal from education or training program, transfer of children to a different day care facility, increase or decrease in income. Re-application may be necessary. School age children will be subsidized for full days on in-service days and school holidays at the amount to family contribution.

