



PARENT POLICY

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CONFIDENTIALITY

**Information concerning your family is kept by us in the strictest confidence.*

We do not release any information in your child's file except with your written consent. Further, we respect your child's privacy and therefore do not allow the children to be photographed by persons outside the Centre without prior permission. We do not allow casual visitors to assess or test the children. If such a case presents itself, notices are sent out to the parents and specific permission is required. Throughout the year it is possible that students are placed here as part of their practicum and are under the strict supervision of our staff. These students may be required to record observations of a child as part of their course. Such observations are used only by their supervisors as a tool of their assessment of the students. Where this is the case, prior consent is not requested. Your child's anonymity is guaranteed.

MISSION

Voyageur In School Program Inc. opened in December 1981. The primary objective was and still is, to meet the needs of working families in the community by providing quality supplementary care for school age children (Kindergarten to grade 6). VIP operates as a non-profit organization governed by a volunteer Board of Directors and is licensed under the Province of Manitoba Day Care Legislation. Voyageur In-School Program adheres to all laws and regulations set out by the Province of Manitoba including but not limited to the Manitoba Early Learning and Child Care (MELCC) "Best Practices Licensing Manual for Early Learning and Child Care Centers" & "The Community Child Day Care Standards Act."

PHILOSOPHY

We value all children, staff and families as unique individuals and are aware that all children have specific needs and abilities. We encourage everyone to co operate and interact with one another in a positive, professional and respectful way.

We believe that each child has the right to be treated with respect and love in a safe and secure environment where they will have the opportunity to develop physically, intellectually, socially and emotionally to their fullest capabilities.

GOALS

- to support families and provide quality care for children
- to build creativity, self-confidence and a positive self image
- to encourage making choices, decisions and accepting the consequences
- to recognize the feelings and needs of others
- to nurture independence and capable thinking
- to develop a sense of responsibility towards the centre and its equipment

PROFESSIONAL CODE OF ETHICS

As endorsed by the Canadian Child Care Federation

The code of professional ethics shall apply to all trained Early Childhood Educators employed in Child Care Centres whether their position is that of educator, supervisor or director in the Province of Manitoba.

Commitment

As an educator of young children in their most formative years, I, to the best of my intent and ability, shall devote myself to the following commitments and act to support them.

THE PRINCIPLES OF THE CODE

Child care practitioners promote health and well-being of all children.

Child care practitioners enable children to participate to their full potential in environments carefully planned to serve individual needs and to facilitate the child's progress in the social, emotional, physical and cognitive areas of development.

Child care practitioners demonstrate caring for all children in all aspects of their practice.

Child care practitioners work in partnership with parents, recognising that parents have primary responsibility for the care of their children, valuing their commitment to the children and supporting them in meeting their responsibilities to their children.

Child care practitioners work in partnership with colleagues and other service providers in the community to support the well-being of children and their families.

Child care practitioners work in ways that enhance human dignity in trusting, caring and co-operative relationships that respect the worth and uniqueness of the individual.

Child care practitioners pursue, on an ongoing basis, the knowledge, skills and self-awareness needed to be professionally competent.

Child care practitioners demonstrate integrity in their entire professional relationships.

ORGANIZATIONAL CHART

The Board of Directors

Director
Assistant Director
Staff Supervisor
Staff

EMPLOYEE

V.I.P. is staffed with Early Childhood Educators (E.C.E.'s) with postsecondary education in Early Childhood Education, as well as Child Care Assistants and support staff. All staff are trained in First Aid and CPR and have been screened by the Winnipeg Police Service and Child Abuse Registry before beginning employment. Employees are never left alone with children until a clearance check is received. Professional development is encouraged and staff frequently attend workshops and conferences to upgrade and keep current in the Early Childhood Education field.

CHILD: STAFF RATIOS

We always maintain at least the government regulations for staff: child ratios as follows:
1:15 school age.

INTERMITTENT SUPERVISION

As a means of recognizing the independence of SCHOOL AGE children, children are permitted to leave the room to use the washrooms to get a drink from the water fountain in the hallway or when travelling from play room to playroom. The staff however is at all time aware of the children's whereabouts and is monitoring their absences.

The center children are permitted to join in extra-curricular activities that the school offers, such as patrolling, sport teams and other clubs. The children must inform center staff at each occurrence where they will be and for how long. Failure to inform the staff may result in the child being removed from that particular activity or club.

When children are participating in programs offered by the school, the teachers assume responsibility.

ENROLLMENT

We are a government subsidised, non-profit Child Care facility. We have a licence to occupy: Room #12, #6, and #8 at Ecole Voyageur School.

To attend:

- Children must be four years of age and over and can attend until the day of their 13th birthday.

- Children entering into our Kindergarten program (5 spaces) must be five years of age by December of the year enrolled

Priority will be given to:

- siblings of children that already attend V.I.P. full time.

Full time:

Full time enrollment is defined as **5** days of attendance, four hours or more each day.

Each year a registration update is required for each family attending the program.

It is imperative that we have accurate work and home phone numbers and addresses, both for parents and for their emergency contacts. New parents are required to complete a registration form, a parental agreement, and a medical consent form. Failure to do so will be considered **not enrolled into VIP.**

HOURS OF OPERATION

Regular School Days: 7:00am – 5:30pm

Holidays/In-service Days: 7:00am –5:30pm

Christmas Eve ***7:00am –1:00pm***

News Years Eve ***7:00-3:00 ****

INCLUSION POLICY

It is our goal to be inclusive in providing a program that is developmentally appropriate for all children attending Voyageur In-School Program. We are aware that children have specific

abilities and needs and strive to provide experiences for all children that are both stimulating and fun in a secure, child-centered environment.

We will make every effort to accommodate children in need of additional support, to give all children the opportunity to develop physically, socially, emotionally and intellectually to their fullest potential. We will provide as little assistance as is needed to maximize independence and foster the development of self-confidence. One-on-one time with the child will not be provided except under very rare circumstances. Small group learning will be the most frequently used model. All staff will be required to attend to ISP students when necessary.

ACCESS

Community Inclusion

Voyageur In-School Program strives to be accessible to children of all abilities.

We assess the developmental and physical needs of all children attending the center and program plan accordingly.

Our program supports the full inclusion of all children who require additional support as a result of a physical, cognitive, social or emotional need. We are, however, limited as to physical access for children requiring wheelchair accessibility. We are located on the second floor of an elementary school which has neither a ramp nor an elevator.

Children who require additional supports are placed on a waiting list and note made of their particular support needs. We will not enroll a child requiring additional supports until the appropriate supports have been put into place. There will be an intake meeting before enrollment with the child's parent(s) and/or guardian(s), child care administrators, either the director or assistant director or both, support workers, centre co-ordinator, and any other professionals involved with the child and family.

Inclusive Environment

Indoor and outdoor play areas can be arranged so all children can move about freely and encourage making choices based on their individual abilities, interests and needs.

Our Daily Program is flexible so as to meet the developmental needs of each child.

It is the goal of Voyageur In-School Program to provide a home like, comfortable environment for all of the children in our care. We believe that this helps to foster a smooth transition from home to child care and promotes continuity.

PARTICIPATION

Meaningful Participation

The developmental goals of all children are considered in the planning of daily activities and routines. Children are encouraged to socialize and play/interact with all children attending the center. Children are provided with the opportunity for free play throughout each day.

Individual Early Learning and Child Care

Each Child requires experiences and an environment that are suitable to promote growth in all areas of their individual development. We will program plan to meet the needs of all children

SUPPORT

Family-Centered Practice

Voyageur In-School Program values and respects parental and family input. We encourage and welcome family involvement in the children's care at our center. We encourage parents/guardians to provide the center with any information that could help in their child's involvement at the center. We also encourage parents to feel free to ask questions in regards to the care their child is receiving while at Voyageur In-School Program. We promote daily communication between parents/guardians and center staff.

Communication could involve verbal interaction or written journals/communication books. When it is deemed, necessary meetings may be requested between family members, center staff and others involved with the family to establish and evaluate goals and guidelines for the individual child.

Collaboration among Partners

We consult with Early Intervention Professionals to support the children and families in our care, and also share the information received as necessary or as requested. We will work with both parents and Early Intervention Professionals together as a team to help ensure that the child's time with us is a positive learning experience. Written consent is required from the parents/guardians in order to share information about their child with other professionals involved with the child/family.

PARENT INVOLVEMENT

All parents are automatically members of the organization of Voyageur In-School Program Inc. They are required to attend the Annual General Meeting, encouraged to run for positions on the

Board of Directors, and attend all Board Meetings.

The decisions made by the staff and Board of Directors are always made with the interests of all the children in mind.

Parents are welcome in the centre at all times. We encourage all parents to come in and discuss the program and their children with any of the staff. Please offer suggestions and ideas, as we are always open to trying new things.

Sharing of sensitive information helps to promote an environment where our facility and staff have the tools necessary to provide optimum care for your child. This information is kept strictly confidential and will help us to deal with any emotional difficulties your child may have with a greater understanding.

We would appreciate it if you would take responsibility, along with your child, for their personal locker space. Check regularly for clothing/art work etc. that needs to go home. Periodically, you should also do a locker cleaning with your child in order to keep their area tidy and presentable.

WITHDRAWAL PROCEDURE

Two weeks written notice of withdrawal is required. Parents must submit in writing a letter stating last day of attendance. In the event two weeks' notice is not provided, parents will be responsible for paying for the days to fulfill the two week policy requirements.

FEES

A one time, non-refundable set up fee of \$20.00 will be charged at the time of registration. Fees for care at Voyageur In School Program Inc. are as follows:

School Day/ Statutory Holiday:	\$ 10.00 per day/per child
In service days/School Holidays:	\$ 10.00 per day/per child
10+ Hours	\$ 31.20 per day/per child

Whenever the daycare office raises the maximum allowable fees, Voyageur In-School Program will also raise their fees in line with government increases. Fees are due at the beginning of the four week pay period, and must be paid in full by the end of the first week.

Fees are payable by cheque and Etransfer or Money order. Etransfers will be sent to the Director's center email dcrossvip@gmail.com.

A late fee of \$10.00 is charged to your account if it is not paid in full by the date it is due. Parent accounts must not fall in arrears. If, after an additional seven days the account is still in arrears, the centre reserves the right to ask you to remove your child from the program. Legal proceeding will be taken upon refusal to pay outstanding fees.

Government subsidized spaces are available for parents who will be assessed according to their income and their needs. Subsidized parents are reminded to apply before their subsidy expiry date, or day care fees will be calculated on a nonsubsidized rate which will be the responsibility of the parent.

Regular fees are charged for statutory holidays to cover operational costs of the centre.

There is a \$20.00 charge for any NSF cheque.

After receiving 2 NSF cheques in the same calendar year V.I.P can no longer accept cheques as a form of payment.

*Receipts will be issued for income tax purposes at the end of the year

Manitoba Child Care Program reviews all fees periodically. We are committed to provide a quality program; therefore we charge the unsubsidized portion per day that is permitted by the Manitoba Child Care Program.

Children attending more than 10 hours per day may be subject to an additional half-day fee.

We make every attempt to issue invoices one week before the billing period. Fees are due at the beginning of the billing period whether or not you have received your invoice. Parents are required to pay by the due date indicated on the invoice. If any unforeseen circumstance arises, please notify the Director immediately.

When fees become past due, Childcare for your child will be suspended immediately until the fees are paid in full. NO EXCEPTIONS.

SUBSIDY

Families who are unable to meet the full cost of care may apply for financial assistance through Manitoba Child Care Program. Applications may be accessed through the Internet at: www.gov.mb.ca/childcare and follow the links to subsidy application. Subsidy applications must be submitted to Manitoba Child Care Program before children are enrolled. It is imperative that Manitoba Child Care Program is informed immediately of any changes in reason for day care, address or employer changes, etc. Manitoba Child Care Program determines the subsidized amount according to a sliding fee schedule. Please contact the subsidy clerk identified on your decision form if you have any questions regarding your subsidy. Please read your Subsidy Approval from Manitoba Child Care Program for the total allowable absence days (usually 3 days/billing period for full-time care) you are entitled to.

You will be responsible to pay for the FULL COST of care for any days absent over the allotted amount. If your child is ill, we recommend that you request a doctor's note for the Centre to keep on file in the event that you exceed your absent days. This may entitle you to additional absent days. It is solely the responsibility of the parent to notify the Centre (and Manitoba ChildCare Program if applicable) of any changes in address, phone numbers (home/work), emergency contacts and their phone numbers as well as changes to your family situation. It is also up to parents to mail in information on time. Failure to comply with Manitoba Child Care Program requests could result in suspension of subsidy leaving you responsible for all fees. It is the parents' responsibility to finish all necessary documents and meet all government requests and deadlines to benefit from subsidy.

CENTRE INFORMATION

HOLIDAYS

VIP will be closed on the following holidays:

New Years Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, National Day for Truth and Reconciliation, Remembrance Day, Thanksgiving Day, Christmas Day, Boxing Day

VIP will be closed at 1:00PM on Christmas Eve and 3:00 p.m. New Year's Eve.

ARRIVALS AND DEPARTURES

Parents are responsible for drop off and pick up arrangements for their child. Upon arrival and departure, a staff member in Room 12 MUST be informed that your child has arrived or is leaving. VIP responsibility begins when your child checks in with our staff in room 12.

By law, a natural parent has the right to pick up their child. The only way to ensure that a natural parent cannot pick up their child is by having a copy of the custody or restraining order in the child's file.

Without such documentation, staff cannot refuse access to their child by the other parent. Please discuss with the center Director what you expect V.I.P. management and/or staff to do in the event that a non-custodial parent arrives at a time not authorized by the custody arrangements that we have on file.

Parents are responsible for picking up their child directly from VIP. Parents/guardians or anyone picking up your child at the end of the day must arrive in enough time to speak to staff, dress your child, gather their belongings and leave the center and school by 5:30. If pick up person arrives prior to 5:00 p.m., but has not left the center and school by 5:30 p.m., V.I.P. reserves the right to apply a late fee to your next invoice. If a child is to be picked up by someone other than the parent/guardian, staff must be notified in advance.

After 5:00 p.m. VIP will only release children when a parent or people on the pick-up list are physically present to pick up their child.

People allowed access to your child must be listed on your child's registration sheets.

Identification is required for persons picking up your child.

Your child will be not released to any person, who in the opinion of the staff on duty, is under the influence of drugs or alcohol and poses some potential threat to the safety of your child. VIP will assume NO responsibility for your child once they are released from our care.

ATTENDANCE-NON-SCHOOL DAYS

(Summer Holidays, Christmas Holidays, Spring Break)

The policy for attendance on all non- school days is as follows:

- a) Forms with an indicated due date, will be sent to all families in advance.
- b) Forms will be returned to the center and signed by either the Executive or Assistant Director. An email confirmation of reception of the form complete with indicated dates will be sent back to the parent. On this confirmation will be a final date for changes to be made.
- c) On full attendance days **ALL CHILDREN MUST BE ACCOMPANIED BY A PARENT/GUARDIAN TO THE FRONT DOOR AND CHECKED IN WITH A STAFF MEMBER THROUGH THE VIP INTERCOM SYSTEM.**

***If your child has not been registered for any day but your plans changed and they will be attending, you must phone the center by 8:00 a.m. to let us know that the child will be attending. ***

RELEASE OF CHILDREN

Advance notification by phone from a parent or an individual authorized to pick up a child from VIP can be made only prior to 5:00 p.m. After 5:00 p.m., VIP will only release children when a parent or people on the pick up list are physically present to pick up their child from room 12.

Children must be in Grade 3 or older to be released by advance telephone notification.

Parents who opt to have their child released by telephone are required to sign the release form which is part of the new registration package.

After school the children are expected to return to the Centre within 15 minutes after dismissal.

If the child is kept after school due to detention, or extra work the teacher concerned must inform the Centre.

Parents are asked to remind children that they must go directly to the Centre after school.

If the child is consistently late returning to the Centre for no reason, the parent will be informed to help with the issue.

Children become the responsibility of the Centre ONLY when they have arrived at the Centre and have been signed in by a Centre staff. Children CEASE to be the responsibility of the Centre once they leave for school or go home and are signed out.

When children are dismissed from school they are not the Centre responsibility until they arrive at the Centre.

If a child does not arrive at the Centre after dismissal: staff will check the classroom, office, gym etc. within the school. If the child is not found, the parent will be notified immediately, if the parent cannot be located we will call the emergency numbers listed in the child's registration document. The Centre will make every reasonable effort to locate the child but cannot be held responsible.

Parents are urged to notify the Centre in case the child is being picked up early and will NOT be attending VIP after school.

GUARDIANSHIP

For the safety of your child the Director requires a copy of any legal forms pertaining to legal guardianship. Without such a form, either parent would have access to pick up. The Centre follows the Manitoba Child Care Program protocol Understanding Custody Arrangements and Court Orders Issued by the Criminal or Family Law Courts. Please discuss these issues with the Director

LATE PICK UP FEES

Persons authorized to pick up children who attend V.I.P., must be out of room 12 by 5:30 p.m. The person picking up a child from the VIP are responsible for arriving at VIP before 5:30 p.m. in order to get the child's belongings, have them dressed and exited.

A late fee will be based on the time that person left the room; not when they arrive at the centre.

The person is responsible for paying child care fees for that child of \$ 10.00 for every 15 minutes or portion thereof, to be paid by the next billing period.

If your child is not picked up by 6:00PM, and all efforts contacting parents and/or emergency contacts had been unsuccessful, staff members are authorized to turn the child over to Child and Family Services.

Please understand that whether you are 30 seconds late or 30 minutes late (according to the school clock located in room 12), the late fee will be applied accordingly and **MUST** be paid by the next billing period.

UNABLE TO PICK UP YOUR CHILD

If you are unable to pick your child up yourself, the Centre must be informed in advance. Please provide a clear physical description of the person you will be sending along with their name, address etc. For the safety of your child, the staff will request that this person provide photo ID. The law requires that we can only release your child to persons thirteen (13) years and older.

ABSENCES

Parents are responsible to inform the centre at any time their child will not be attending. If we are not informed, we will be calling the parent at work to confirm the absence.

LEAVING THE SCHOOL GROUNDS

The children in this program are not allowed to leave the grounds without V.I.P. staff supervision.

CHILD VACATION DAYS

In order for the Centre to operate as a financially viable program, we are unable to offer UNPAID vacation time. Please be sure to inform the Director if your child is going on a holiday. All holiday days must be paid in full in order to keep your Child Care space.

SUSPENSION

Children will not be allowed to attend the centre if they have been suspended from attending their school or if the centre has suspended them from attending the centre.

HEALTH

Sick children should **not** be at the centre. If the child is not well enough to participate in all regular activities, including outdoor play he or she should not be at the centre.

If your child is recovering from an illness, and you do not wish him or her to be outside for that particular day, please send a note in stating this, otherwise, your child will be expected to go outside. Outdoor play is a licensing requirement and children play outside at least once a day. If your child has a communicable disease, public health regulations will be observed.

EXCLUSION:

Centre Management

- Will exclude any adult or any child who exhibits any or all of the following symptoms of influenza like illness, for the duration of the illness.
- **NEW COUGH AND FEVER**(which temperature is greater than 38 degrees Celsius or 100.4 degrees Fahrenheit) **AND**
ONE OR MORE OF THE FOLLOWING:

Sore throat

- Muscle aches
- Headaches
- Joint aches
- Runny nose
- Fatigue and feeling very tired or exhausted
- Gastrointestinal illness

It is very important to determine if these symptoms are related to new infection or if they are related to a pre-existing condition, such as allergies.

- Will identify the minimum number of ECE's that must be on duty at all times and a plan to respond if they are not available.

Centre Staff:

- May conduct a health check screening prior to re-admitting any child (who has been excluded) back into the program.
- Will immediately isolate children that become ill with influenza like illness while in the child care centre. Children will be supervised by an employee who will wear mask and gloves.

Parents:

- Will be expected to pick up, or arrange pick up for their ill child 30 minutes of being contacted if traveling by car or 60 minutes if traveling by bus.
- Parents with influenza like illness are expected to arrange for alternate adult to drop off and pick up their child and notify the centre.
Children and adults may return to the child care centre once they are symptom free, without fever reducing medication, and can fully participate in the routines and activities.

MEDICAL

The staff must be informed of any medical conditions which could affect the health and care of your child.

The centre requires your child's Doctor's name and their medical number (including their individual 9 digit number).

Any special dietary requirements, restrictions, or allergies your child is subject to, should be noted on the registration form.

Medication will not be give without written permission from the parents.

ADMINISTRATION OF MEDICINE

Staff will only administer medicine that has been prescribed by a doctor to your child.

A form must be completed with the name of the child, doctor's name, dosage, time of administration and the duration required. This must be dated and signed by the parent. The medication must be in the original container with the details clearly legible. It is recommended that you make a request of the pharmacist to package medicines in 2 labelled containers so that 1 can be kept at home and 1 at the Centre.

****Ritalin and Methyphenidate must be handed directly to a staff person from the parent.**

We are not permitted to give over-the-counter or sample medications unless it is an unopened container and is accompanied by a doctor's note.

All medication will be kept out of the reach of children in a locked box or in the refrigerator as required. Please advise Staff.

***ALL MEDICATIONS MUST BE HANDED DIRECTLY TO A STAFF MEMBER. MEDICATION MUST NEVER BE LEFT IN YOUR CHILD'S LOCKER OR BACKPACK.** Your child must be on the medication for at least 24 hours before we will administer it at the Centre. All parents must sign the release form for emergency care to ensure the care and safety of their child is not compromised

NUTRITION AND FOOD

***THE LUNCH THAT YOU PROVIDE FOR YOUR CHILD WILL NOT BE REFRIGERATED**

***THE LUNCH WILL NOT BE REHEATED.**

ALLERGIES

We are a "peanut aware" Centre, we do not serve peanut butter. but do serve items that may contain traces of nuts. If a child enrolls in the Centre who has an allergy to a product, a letter will be sent home advising parents to exclude that product from their child's lunch. The Centre cannot be responsible for allergic reactions that may occur while children are in our care.

Where there are known allergies, you will be responsible to provide an Epi-pen, if applicable, for your child in an emergency.

***PARENTS OF CHILDREN WITH SEVERE ALLEGIES MUST FILL OUT AND RETURN ALL URIS APPLICATIONS PROVIDED BY THE CENTRE.**
***CHILDREN WITH EPIPENS MUST WEAR A PERSONAL FANNY PACK CONTAINING THE MEDICATION AT ALL TIMES.**

ANAPHYLAXIS (LIFE-THREATENING ALLERGIES)

The following roles and responsibilities outline the procedures that will be followed if:

- a child currently in the centre has been diagnosed with a life-threatening allergy
- a child about to enroll in the centre has been diagnosed with a life-threatening allergy

IMPORTANT

Call an ambulance immediately to take the child to the hospital when an adrenaline auto-injector is used.

The entire community has a role to play in ensuring the safety of children with a known risk of anaphylaxis in a community setting. To minimize risk of exposure and to ensure rapid response to an emergency, parents, children and centre staff must all understand and fulfill their responsibilities.

Director (or designated alternate) should:

1. Work as closely as possible with the parents of the child with a known risk of anaphylaxis. Regularly update emergency contacts and telephone numbers.
2. Immediately start appropriate planning for an *Individual Health Care Plan/Emergency Response Plan* that considers the age and maturity level of the child, the specific allergen and the centre's circumstances.
3. Submit a URIS application with parents, including *An Authorization for the Release of Information* form. Remind parents that it will need to be completed every year.
4. Have parents complete an *Authorization for Administration of Adrenaline Auto-Injector* form.(This is covered under the URIS plan)
5. Contact the public health nurse (or contracted nursing agency if the public health nurse is not available) to develop the *Individual Health Care Plan/Emergency Response Plan* and schedule staff training.

6. Identify a contact person for the nurse.
7. Inform other parents that a child with a life-threatening allergy is in direct contact with their child (with written parental approval). Ask parents for their support and cooperation.
8. If it is not developmentally appropriate for the child to carry an auto-injector, make sure the adult responsible for that child wears it in a fanny pack. An alternative is to keep it in a safe, UNLOCKED location accessible only to the adults responsible.
9. Staff Training
 - Notify staff of the child with a known risk of anaphylaxis, the allergens and the treatment.
 - Have all staff (and possibly volunteers) receive instruction on using an auto-injector.
 - Inform all substitute staff about the presence of a child with a known risk of anaphylaxis. Be sure to advise them of the appropriate support and response, should an emergency occur.
 - Store the *Individual Health Care Plan/Emergency Response Plan* in the staff communication areas for easy access while keeping in mind the importance of confidentiality.
 - Arrange an annual in-service through the nursing service to train staff and monitor personnel involved with the child with life-threatening allergies.
10. Help with carrying out policies and procedures for reducing risk in the centre.
 - Post allergy alert forms with photographs, in the staff room, kitchen, eating area and other appropriate locations (with written parental approval).
 - Develop safety procedures for field trips and extra-curricular activities.
11. Make sure there are processes to:
 - Monitor when a child's *Individual Health Care Plan/Emergency Response Plans* will expire.
 - Annually review and submit a URIS Application form to make sure there is an *Individual Health Care Plan/Emergency Response Plan* for each child with a life-threatening allergy.
 - Monitor the expiry dates for children's adrenaline auto-injectors. Remind parents about expiry as needed.
 - From time to time, remind other parents in the centre how important it is to make sure packed lunches and snacks are allergen-free.

Responsibilities of all staff:

1. Receive annual URIS training in caring for a child with anaphylaxis.
2. Display a photo-poster in the child care centre (with written parental approval).
3. Discuss anaphylaxis with the other children, in age-appropriate terms.
4. Encourage children not to share lunches or trade snacks.
5. Choose products that are safe for all children in the centre (parental input is recommended).

6. Instruct children with life threatening allergies to eat only what they bring from home, if applicable.
7. Reinforce hand washing to all children before and after eating.
8. Facilitate communication with other parents.
9. Follow policies for reducing risk in eating and common areas.
10. Leave information in an organized, prominent and accessible format for substitute staff.
11. Plan appropriately for field trips. Make sure auto-injectors are taken on field trips and emergency response plans are considered when planning the trip.

Responsibilities of the parents of a child with anaphylaxis:

1. Tell the centre director about the child's allergies and needs.
2. Provide their child with an up-to-date auto-injector. If it is not developmentally appropriate for the child to carry it, parents should confirm the auto-injector is in a specified location (safe, UNLOCKED location accessible only to the adults responsible), or on the person of the adult responsible for the care of the child.
3. Make sure their child has and wears a medical identification bracelet.
4. Submit all necessary documentation as required.
5. Provide the child care centre with adrenaline auto-injectors before the expiry date.
6. Make sure that auto-injectors are taken on field trips.
7. Participate in the development of a written *Individual Health Care/Emergency Response Plan* for their child, which is updated every year.
8. Be willing to provide safe foods for their child, including special occasions.
9. Provide support to the facility and staff as required.
10. Teach their child (as 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 or her own auto-injector on their person (for example, in a fanny pack)
 - not to share snacks, lunch or drinks
 - to understand the importance of hand washing
 - to report bullying and threats to an adult in authority
 - to take as much responsibility as possible for his or her own safety

Responsibilities of all parents:

1. Cooperate with the child care centre to eliminate allergens from packed lunches and snacks.
2. Participate in parent information sessions.
3. Encourage children to respect the child with a known risk of anaphylaxis and centre policies.

4. Inform the staff before food products are distributed to any children in the centre.

Responsibilities of the child with anaphylaxis:

1. Take as much responsibility as possible for avoiding allergens, including checking labels and monitoring intake (as developmentally appropriate).
2. Eat only foods brought from home, if applicable.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an anaphylactic reaction (as developmentally appropriate).
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear (as developmentally appropriate).
6. Wear a medical identification bracelet.
7. Keep an auto-injector on their person at all times, such as in a fanny pack (as developmentally appropriate).
8. Know how to use the auto-injector (as developmentally appropriate).

Responsibilities of all children (as developmentally appropriate):

1. Learn to recognize symptoms of anaphylactic reaction.
2. Avoid sharing food, especially with children with a known risk of anaphylaxis.
3. Follow rules about keeping allergens out of the centre and washing hands (as developmentally appropriate).

EMERGENCY PROCEDURES

Should a child require emergency care (defined as life threatening, unconscious, broken bones, allergic reaction) an ambulance would be called; the child will be accompanied to the hospital by a staff member. The Director will notify you on your designated hospital. The Centre will do everything possible to contact the parent to advise them in advance. In the event that we are unable to reach the parents, we will contact an emergency person on your list. The City of Winnipeg will bill you (the parent or guardian) directly for ambulance service.

The Centre must have current medical numbers at all times. In all cases, staff will use best practices available to them. Parents will be required to sign the accident/incident report, and this will be reported to Manitoba Child Care Program. WHEN A HEAD INJURY OCCURS THE CHILD'S PARENTS/GUARDIAN WILL BE INFORMED, BY TELEPHONE IMMEDIATELY.

Lock Down; In the event of a threat either by human or natural disaster and a "lock down" is necessary; we will follow the school lock down procedure.

SAFETY CHARTER

In accordance with provincial requirements, Voyageur In-School Program has developed a comprehensive Safety Charter. This document is available at the center for parent's to borrow. You may feel free to borrow one of our copies and make yourself a copy if you so desire.

EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures will be used in case of:

- fire
- a chemical or hazardous materials accident inside of the centre
- a suspected natural gas leak

Emergency evacuation procedures may be also used in situations such as:

- bomb threat
- threatening behaviour inside the building
- a chemical accident in the area outside of the centre
- a health-related emergency such as utility failure or sewage back up

DESIGNATED PLACE OF SHELTER AWAY FROM THE CENTRE

Crestview School Children's Center

#9-333 Morgan Crescent, Winnipeg, Manitoba.
204-888-0772

Renee Laviolette – Director Becki Cross – Supervisor

Please note, if you arrive at the center during any of our practice drills we would appreciate your co-operation by remaining at the center with your child and participating with us in the practice in progress.

INCLEMENT WEATHER CONDITIONS

In the event of extreme weather conditions (i.e. blizzards, floods), parents are advised to check with the local media regarding school closures. (CJOB, CBC)
Should Voyageur School be closed as a result of weather conditions, Voyageur In-School Program will also be closed.

BUSSED CHILDREN

If your child(ren) are bussed by the St James School Division to any of the schools that Voyageur In-School Program services and division transportation cancels the bus for any reason, you will be responsible to find alternate care for your child for the day.

INSURANCE

Although the VIP does carry an insurance policy, it is recommended that parents carry either Blue Cross or another student's insurance policy.

CLOTHING

Children must always have indoor footwear and are required to have gym shoes to play in the school gymnasium.

The Centre will not accept responsibility for lost or stolen items. Please ensure that your child wears appropriate play clothing daily. In outfitting your child, keep in mind the changeable weather, your child's comfort and the activities that the child will participate in during the day. Each child must have a complete change of clothing in their locker at all times in case of accidents or spills. Please label all clothing and check the lost and found for missing items. If a change of clothing is unavailable, the parent may be called, as the Centre does not always have spare clothes. Any clothing borrowed from the Centre should be laundered and returned promptly. Children must have indoor shoes. We play outside every day, weather permitting. Please provide appropriate seasonal clothing:

Winter - ski pants, boots, scarf, hat, mitts, and warm coat;

Fall/Spring - puddle pants, rubber boots;

Summer - shorts, sun hat, bathing suit and towel.

Shoes are an important item to assure your child's safety in order to prevent tripping and falls. Although the school requires runners to be used in the gym. for indoor use. We play outside daily and children will not be permitted to use the climbing structure unless they are wearing appropriate shoes.

PERSONAL BELONGINGS

As a general rule, children are not permitted to bring personal belongings from home. Most toys are not designed to withstand the use of so many children and may be broken, or lost, causing hurt feelings.

We are not responsible for toys or articles brought from home.

FIELD TRIPS

A permission slip is included in the registration and parental agreement forms allowing for your child's participation in all field trips.

While we will do everything, we can to accommodate any special situation that may arise, please understand that it can be difficult to arrange for a child to be excused from field trips due to ratios.

Please do **not** allow children to bring their own money on field trips.

TRANSPORTATION

For field trips on school holidays i.e.: over the summer, children may be transported by bus, Winnipeg transit, or occasionally staff vehicles. During the regular school year, Winnipeg transit, school buses, or / and occasionally staff vehicles may be used.

Staff vehicles will have current “All - purpose “type insurance. Occupancy will not exceed number of seatbelts available. Wearing seatbelts will be enforced. In vehicle where there are passenger side air bags, the children must sit in the rear seat.

CODE OF CONDUCT

At V.I.P., we strive to provide a safe, caring, learning environment for children, staff and families. We believe in equality and respect diversity.

The following people are expected to behave in a respectful manner and comply with this code of conduct:

- management and staff members
- children

- parents/guardians of children enrolled
- all others involved with our center

GUIDING PRINCIPLES FOR APPROPRIATE BEHAVIOUR

Be Respectful

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

Be Safe

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

Be Cooperative

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

Be Supportive of Learning

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

Developmental Capabilities of Children

We understand that it is normal for children to display inappropriate behaviour 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 for inappropriate behaviour.

If your child comes home complaining about any disciplining action, please follow this procedure:

- Realize that your child's reporting is emotionally biased (his side of the story) and usually without all the information, so please give the Center the benefit of the doubt.
- Please, do contact the staff involved for all the facts.
- Realize that we do have reasons for all of our rules and they are enforced without favour.

APPROPRIATE USE OF TECHNOLOGY

All children, parents, staff and others involved in our center must use e-mail, electronic devices and the internet according to our policies. This protects people's privacy and the confidentiality of information.

Children, staff and all others using our child care centre's computer and electronic devices must:

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

Inappropriate use includes:

- ❑ intentionally accessing, transmitting, copying, or creating material that:
 - violates the confidentiality of children, parents, staff or the centre
 - violates the centre's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
 - is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
- ❑ using the technological resources for personal use without the centre's permission

Supervision and Monitoring

Authorized employees of the 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 it to the police if it is criminal in nature.

Staff members' use of cell phones and other personal electronic devices

- ❑ Staff do not use cell phones and other personal electronic devices when they care for and supervise children.
- ❑ Staff make sure that anyone who may need to contact them during working 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 staff use a personal cell phone 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:
 - a staff member's personal web space
 - social networking web sites (for example, blogs, MySpace, Facebook, etc.)
 - public networking or file sharing sites (like Photobucket, Flickr, YouTube,
 - any other type of Internet website
- ❑ Staff do not accept children as “friends” or “buddies” when using social networking sites such as Facebook or MSN.
- ❑

Consequences for Inappropriate Behaviour

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

- reminding people of expectations and limits
- using a respectful approach to explain why a behaviour is expected
- talking about behaviour, not labeling 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 the cause or contributing to the child's inappropriate behavior and how to help reduce or eliminate the behaviour
- having a formal or informal meeting to discuss concern and to develop an action plan to encourage appropriate behaviour in the future
- developing a written contract with an adult or an older child that outlines specific expectations and consequences
- giving a written warning that outlines specific concerns and consequences if the behaviour continues
- accessing outside resources for help such as:

- a behaviour specialist or other professionals to help staff understand and reduce a child's inappropriate behaviour
- child and family services to access parenting support
- mediation services to resolve conflicts between adults
- the Manitoba Human Rights Commission for information and advice 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:

- suspending or dismissing staff member
- suspending or withdrawing child care services because of a child's or family member's inappropriate behaviour
- in the case of a visitor, not allowing the person to return to the center
- contacting the police and/or child and family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person

Unacceptable Behaviours

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

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

Proactive Strategies

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

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

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

- developing positive relationships, including making time to talk and listen
- establishing clear, consistent, simple limits

- stating limits in a positive way and periodically reminding people
- providing explanations for limits
- working together to solve problems
- modeling and encouraging appropriate behavior
- developing a written contract with adult or an older child that outlines specific expectations and consequences
- giving a written warning that outlines specific concerns and consequences if the behavior continues
- accessing outside resources for help such as:
 - a behavior specialist or other professionals to help staff understand and reduce a child's inappropriate behavior
 - child and family services to access parenting support
 - mediation services to resolve conflicts between adults
 - the police to assist with threatening behavior

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

- suspending or dismissing staff member
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- contacting the police and/or Child and Family Services (CFS), if the behavior is illegal such as abuse, assault or threatening another person

TYPICAL DAILY SCHEDULE

7:00 - 8:00	Supervised free play in room 12//6/5/8
8:00 - 8:15	Snack time provided
8:15 - 8:30	outside/ get ready for school
11:30-12:30	Lunch supervision in classrooms
3:20 – 3:35	Children arrive to the center/locating children
3:35 – 4:00	Snack time provided
4:00 - 5:00	outside
5:00 – 5:30	quiet play

QUESTIONS AND CONCERNS

After reading VIP's policy booklet, we hope that you and your child will have a positive

experience at the centre. If at any time, you have questions or concerns please feel free to talk to any staff member. If you feel that your concerns are not met, then an appointment can be made with the Director. If your concern is still not addressed, submit a written letter to the Board of Directors.

- Voyageur In School Program Inc. is referred to in this policy as VIP
- Parents and Legal Guardians, are referred to as Parents in this policy
- Child and Children is referred to Child in this policy

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VOYAGEUR IN-SCHOOL PROGRAM INC.

Child Care Policy Manual Agreement Form

I (we) have read and understood all the conditions, policies and procedures outlined in the policy manual. I (we) agree to abide by all policies as outlined.

Signature of Parents (Guardians): _____

Date: _____

