

CAMPUS CHILDREN'S CENTRE INC.



PARENT MANUAL

Amended November 2019

GLOSSARY

The following are definitions for the purpose of this document:

Parent - Parent, Legal Guardian, Caregiver

Board of Directors

Executive Director

Assistant Director

Supervisor

Management Team

Team Leader

ECE (Early Childhood Educator)

CCA (Child Care Assistant)

Additional Support - Support provided to a child who may require assistance from an employee.

Province of Manitoba Child Care Office - Manitoba Early Learning and Child Care (MELCC)

Coordinator - Provincial employee who ensures all Centre employees are adhering to provincial regulations

TABLE OF CONTENTS

TABLE OF CONTENTS..... 3

WHO WE ARE 5

 Vision Statements 5

 Mission Statement 5

 Target Population 5

 Objectives 5

 Guiding Principles 6

 Organizational Structure..... 6

 Program Structure 7

REGISTRATION & ORIENTATION 9

 Eligibility..... 9

 Waiting List 9

 Registration Process..... 9

Centre FEES 10

 Deposit Schedule 10

 Daily Fees 10

 Fees for Absent Days/Vacations 10

 Additional Information for Parents in the Subsidy Program 10

 Fees on the Days the Centre is Closed..... 11

 Leaving the Program 11

HOURS OF OPERATION 12

 Regular Hours of Operation 12

 Days of Closure 12

DROPPING OFF & PICKING UP 13

 Parking 13

 Dropping Off Your Child 13

 Picking Up Your Child 13

 Kindergarten Children..... 14

Parental Separation	14
Late Policy	14
DAILY LIFE AT CAMPUS Children’s Centre	16
Clothing and Personal Articles	16
Lunch and Snacks	17
Birthdays	17
Parent and Staff Communication.....	17
Centre POLICIES	19
Parent Code of Conduct.....	19
Confidentiality.....	20
Behaviour Management of Children.....	20
Child in Need of Protection.....	21
Peanut/Nut/No Nut Alternative Policy.....	21
Illness	22
Administration of Medication.....	24
Administration of Medical Procedures	24
Field Trips	24

WHO WE ARE

Welcome to Campus Children's Centre Inc. You will find important information and our present policies in this manual. **We urge you to read the entire manual carefully and keep it for future reference.** Your familiarity with our policies will aid both of us in providing a warm, stimulating environment for your child. If you have any questions, please ask the Director. An electronic copy can be found on our website at <https://www.campuschildrenscentre.com/>

Vision Statements

External Vision: Our vision at Campus Children's Centre is happy, healthy, well-balanced families.

Internal Vision: We are committed to creating a mutually respectful and positive environment where highly-trained employees, families and the community work together to ensure the best quality care for children.

Mission Statement

Campus Children's Centre provides culturally diverse families of the University of Manitoba with child-inspired learning opportunities in a safe, inclusive and nurturing environment so parents can better balance work, education and family life, and children can develop to their fullest potential.

Target Population

Campus Children's Centre accepts any child between the ages of three (3) months and six (6) who are in the care of an employee or student of the University of Manitoba.

Objectives

The Campus Children's Centre fulfills its mission by achieving the following objectives:

- ✓ To educate children through play
- ✓ To teach children healthy life-skills through play
- ✓ To provide children with opportunities for physical activity
- ✓ To provide inclusive programming
- ✓ To encourage parent involvement and facilitate a parents' community
- ✓ To support parents and strengthen families
- ✓ To further develop the daycare's relationship with the U of M

- ✓ To support ongoing employee development in current early childhood education, research and practices

Guiding Principles

At Campus Children's Centre we create a safe, inclusive and nurturing environment that promotes optimal child growth and development. Within this context we:

- are inclusive of all children and strive to meet each child's unique needs
- provide a child-inspired environment where child exploration guides programming
- believe that parents are the most important people in a child's life and respect their choices
- believe that children are competent, active explorers who learn through hands on experience
- believe that children have the right to be respected, to make choices and to be heard
- believe that children learn through play
- believe that children need consistency, stimulation, structure, praise, affection, consequences and independence
- respect parents' choices as they are the most important people in a child's life and know what is best for their child
- celebrate diversity and the uniqueness of every child, parent and family
- value employees and support professional development
- are flexible and adapt to the changing needs of children, families and the community
- collaborate and engage with each other, parents and the community as a whole

Organizational Structure

The Parent Board of Directors consists of a minimum of four (4) and a maximum of fifteen (15) parents of children who attend the Centre. Any parent of a child attending the Centre can apply to sit on the Board of Directors. The Board is responsible for setting and approving the policies of the Centre, ensuring the finances of the Centre are in order, and providing support and direction to the Director. Parents are encouraged to bring concerns about policies to the Board of Directors.

The Executive Director is the head management position that is responsible for the operations of the Centre and reports to the Board of Directors

The Assistant Director acts in place of the Executive Director in his/her absence

The Supervisor acts in place of the Executive Director and Director in his/her absence

The Management Team consists of the Executive Director, Assistant Director, Supervisor and the Team Leader from each room

The Team leaders guide the activity development, ensure all policies and standards are adhered to, and provide direction/supervision to all of the employees that work in their room.

We have a high quality program because of the skill of the employees who plan and implement the daily activities. Our employee ratio often exceeds the legislated ratio of Early Childhood Educators to Child Care Assistants as well as the ratio of employee per number of children. Our employees are trained in inclusion and accommodating additional support needs through workshops, conferences and other periodic training opportunities. Information regarding individual employees can be found on the bulletin board for each program.

Program Structure

Campus Children's Centre is theme and emergent based. Rooms touch on aspects of music, drama, literature, art, movement, social studies and science, and relate them to the children's lives. We recognize the importance of learning through play and learning through guided information and experience. We incorporate educational audio-visual material when it complements our themes but we do not have a license to view commercially produced children's movies. Each room implements activities in the structure they feel works best for the children in their room providing they are within the policies and guiding principles of the Centre and have the approval of the Executive Director.

We strive to communicate daily with parents in a way that is family-centered, focusing on children's strengths and abilities. Communication may include verbal and emailed interactions, written journals, portfolios, "happy grams" or other written messages. All decisions regarding each child in the program are made using a team approach, which includes employees, parents, and any consultants or other people involved in the child's daily life. More information on communication is located in the [Communication between Employee and Parents Section](#) of this Manual.

Opportunities for full participation in indoor and outdoor activities daily are provided for all children and supports are provided to individual children as required to meet their various needs. Children with additional support needs are included in all free play and routines throughout the day.

Developmental goals for children with additional support needs will be assessed and implemented based on the individual child's needs. These goals will be embedded into the daily program. Early learning and child care for children who have additional needs will occur within the classroom in order to teach skills and provide experiences that are relevant to the child's holistic development. All children benefit from these learning experiences. The Centre has adaptive equipment and additional support employees to assist us in supporting the full inclusion of all children. If you have any questions about the furniture, toys, equipment, activities or interactions that you see in the Centre, please speak with the Executive Director / room employee. We welcome comments and questions from parents and family members at any time.

Parents are very important in the learning process. Program information such as themes and daily activities are communicated to the parents by:

- ✓ Quarterly newsletters
- ✓ The parent bulletin board
- ✓ Emails

We value and respect input from parents and we encourage family members to participate in their child's day at the Centre. As a parent, you are welcome to volunteer time by helping out on a field trip, spending time in your child's room or serving on our Board of Directors. We also encourage parents to participate in panels, workshops, advocacy or training sessions that are provided for employees. Advance notice will be provided to parents and family members regarding these events.

Home- Like Environment

Campus Children's Centre provides a home-like environment to ensure children attending the program are as comfortable as possible. This is particularly important for those children who have recently immigrated to Canada as they may find many things in Canada different from what they expect. We make every effort to provide classroom and playground areas that are accessible to all children and adults. Rooms are arranged in such a way that all children can move freely and make choices according to their needs, interests, and abilities.

Small donations to contribute to our home-like environment are always welcome. For example, old calendars are a wonderful source of images and writing from another country. Small ornaments can be representative of the kinds of furniture or art work found at home and even things like empty cloth rice bags, cultural clothing, etc. can be used in developmental play. We appreciate your support in providing a physical environment that reflects the diversity of the children and families who attend the program.

Room Schedules

Each room in the Centre has a daily schedule posted for your reference. Please note that the schedule is adjusted from season to season and the times of the activities are approximate and change with the circumstances of the day. Children with additional support needs are included in all activities throughout the day. Their developmental goals are embedded in these regular activities and routines.

REGISTRATION & ORIENTATION

Eligibility

In order for your child to be enrolled in the Campus Children's Centre, one parent must be affiliated with the University of Manitoba. This affiliation may be one of the following:

- ✓ Employed by the University of Manitoba
- ✓ Registered as a student at the University of Manitoba

All children and families who meet the eligibility criteria will be welcomed into our centre. We believe in serving children and families whose characteristics reflect our diverse community, including children with additional support needs.

Waiting List

Since June of 2011 Manitoba has an online childcare registry only. All children are registered at [manitoba.ca/onlinechildcare registry](http://manitoba.ca/onlinechildcare). To respect the need of families to keep children together, siblings of children currently enrolled in the program have priority over new applicants. We offer full-time placements (Monday – Friday) and a limited number of part time placements (Monday, Wednesday, Friday or Tuesday, Thursday). Part time placements are not offered to children under three (3) years of age.

Registration Process

Registration of a child is complete when the Parent has:

- Attended an orientation with the Executive Director
- Read the Parent Manual
- Completed all relevant registration forms
- Paid the deposit
- Provided copies of documents regarding legal guardianship, custody, visitation/access, if applicable.

CENTRE FEES

Deposit Schedule

When you enroll at the Centre, a non-refundable deposit of \$208.00 is required to hold your child's space. Upon receipt of this deposit, your child's space at Campus Children's Centre is confirmed. If you choose not to enroll your child after the deposit has been paid it is not refundable. For those that do enroll in the program, the deposit will be applied to your final fee payment after your child is withdrawn.

Daily Fees

Fees are **\$30.00** per day (**\$600.00** for four weeks) for an infant spot (under two (2) years of age) and **\$20.80** per day (**\$416.00** for four weeks) for two (2) years to six (6) years of age. **Fees are due at the beginning** of each four-week billing period. If your payment will be delayed, please advise the Executive Director as soon as possible. Postdated cheques may be given to the Executive Director.

Overdue payments cannot go beyond the regular four-week billing period. Parents will be required to withdraw their child/children if suitable arrangements are not made for payment of outstanding fees.

A **\$25.00** dollar charge will be applied for each cheque that is returned due to insufficient funds.

The Centre has a maximum of one hundred and thirty-eight (138) licensed spaces. Spaces are also available to those who qualify under the Provincial Child Care Subsidy Program. The minimum fee per day for each subsidized child is **\$2.00**.

Receipts for individual monthly payments are issued only upon request. One receipt for tax purposes is automatically issued in February of the following year.

Fees for Absent Days/Vacations

The regular daily fee is applied to **all days** the child is absent including sick days and vacation days. If you are going to leave the Centre for a lengthy absence and wish to guarantee a space for your child you must pay full fees for the time the child is away.

Additional Information for Parents in the Subsidy Program

When you receive your subsidy decision from the Provincial Child Care Office, there is a category listed for allowable absent days. The number in this column is the total number of days that your child may be absent within the subsidy period and still be covered by the subsidy. If your child exceeds the maximum allowable absent days before your subsidy period ends, whether it is due to illness, vacation or other reasons, you are **required to pay the full daily fee** for each day in excess of the number. **IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR CHILD'S ABSENT DAYS.**

If your child has an extended illness, you can obtain a medical certificate verifying the reason for the absence and submit it to your Subsidy Advisor. The Subsidy Office will consider the application for adjustment and will either give back those days or deny your request. **You will be required to pay the full fees before the decision is made.** Adjustments will be made to your account when the Centre receives the final word from the Provincial Child Care Office as to the status of the days in question.

Fees on the Days the Centre is Closed

Fees are charged on days that the Centre is closed, including observed and statutory holidays. All days that the Centre is closed can be found in the [Days of Closure](#) section of this manual.

Fees are **not charged** on the days that the Centre is closed during the winter break, except for the statutory holidays in this period (Christmas Day, Boxing Day and New Year's Day).

Leaving the Program

Parents are required to give **four (4) weeks' notice** of their intent to withdraw their child from the Centre. When proper notice is given, the registration deposit is credited to the last fee payment. When proper notice is not given, the deposit is used towards the fee payment in lieu of notice.

When leaving to attend school or another program, we will assist in your child's transition, if requested.

HOURS OF OPERATION

Regular Hours of Operation

Labour Day to Canada Day: Monday to Friday 7:45 a.m. to 6:00 p.m.

Canada Day to Labour Day: Monday to Friday 7:45 a.m. to 5:30 p.m.

Children can be dropped off or picked up at any time within these hours. **A child cannot be left at the daycare centre before 7:45 a.m. as there will be no staff on duty.**

If you know your child will be absent please call the office at **204-474-9546** or **204-474-9647** before 9:30 a.m. This will allow us to plan the most efficient use of the day when scheduling employees.

Days of Closure

The Centre does not operate on the days the University is closed or shutdown. These include:

- ✓ Louis Riel Day
- ✓ Labour Day
- ✓ Good Friday
- ✓ Thanksgiving
- ✓ Victoria Day
- ✓ Remembrance Day
- ✓ Canada Day
- ✓ Winter break (days between Christmas and New Years inclusive)
- ✓ Civic holiday in August
- ✓ Manitoba Child Care Association Conference (Friday in late May, in lieu of Easter Monday)

If the University of Manitoba is open so is Campus Children's Centre. The only exception is when the Centre closes once a year to allow all employees to attend the Manitoba Child Care Association (MCCA) annual conference. Parents will be notified of the date each year as soon as it is confirmed by the MCCA.

DROPPING OFF & PICKING UP

Parking

There are ten (10) **parking stalls** available for parents who are dropping off or picking up children. This area is to be used only for dropping off and picking up. A parking card that allows you to park in this zone without penalty can be obtained from the Executive Director. It must be displayed on the dash of your car while you are in the Centre with your child. **The card is valid only in the Drop off/Pick up Area and not in any of the spaces assigned to St. Andrew's College and UMFA.** If you park anywhere else you may be ticketed.

Dropping Off Your Child

Parents are responsible for the following when dropping off their children:

- ✓ See that your children are transported into the centre in a safe manner.
- ✓ Help your children take off their outdoor clothes and stow the clothes in their locker.
- ✓ Store their lunch in the appropriate place within the child's room.
- ✓ Accompany your children to the appropriate room.
- ✓ Ensure an employee marks your children as being present.
- ✓ Notify an employee you will be somewhere different than your usual contact location.

The Centre's responsibility for your child begins at the point they are **signed in** and it ends when the child is **signed out** at pick up time.

Picking Up Your Child

Employees can only release children to the parent or those listed as emergency/alternative contacts on the registration form. If the arrangement of who will pick up your child(ren) is going to change, please update the alternative contacts section on your registration form with the new person's information **before** they are expected to pick up the child(ren). This change can be made with an employee in your child's room or in the office.

Any person picking up a child who is not familiar to employees will be asked to **provide photo identification with their name and address** to verify their identity before a child will be released. The address must match the one provided on the registration form. This includes a parent who has not been at the Centre before. If identification cannot be produced, employees **will not release** the child until the confirmation of identification can be proven.

Kindergarten Children

It is the parents' responsibility to arrange transportation to and from the school and Centre. Busing information for schools in the Pembina Trails Division can be found in the school offices or by contacting the Division's Transportation Department at **204-489-2597**.

Campus Children's Centre employees are available to supervise boarding and unboarding if a school bus has been arranged to pick-up or bring the child to the front of the Centre. **If the bus stop is anywhere else on the Campus, other than immediately in front of the Centre, it is the parents' responsibility to escort the child to/from the bus and the Centre.**

Parental Separation

If parents separate and custody and access arrangements change the Centre will need a copy of the custody agreement or court order pertaining to the children attending the Centre.

Late Policy

The Centre closes at 6:00 p.m. **(5:30 p.m. in July and August and prior to events at Investors Group Field)**. This means all children must be picked up and out of the building with their parent or guardian by 6:00 p.m. sharp **(5:30 p.m. in July and August and prior to events at Investors Group Field)**.

If you are late:

First time late:

After 6:00 p.m. **(5:30 p.m. in July and August and prior to events at Investors Group Field)**, time is segmented into 15 minute blocks. For every fifteen (15) minute block or portion of a fifteen (15) minute block that you are late, you will be charged **\$ 15.00**. This fee is charged on a per child basis.

Second time late within the same year (September - August):

Same as first time **PLUS** the parent has a choice of:

- One (1) day enforced suspension, **or**
- \$30.00 late charge

Third time late within the same year (September - August):

The child is **WITHDRAWN** from the Centre.

This decision can be appealed at the next Board of Director's meeting. It is your responsibility to determine when this meeting is. Non-appearance by the parent releases the Centre from any further obligation.

Please note the following:

If the Parent is more than 30 minutes late, and has not contacted the Centre to explain why, **Child and Family Services will be called to assume responsibility for the children (1-866-345-9241)**. Late fees will continue to be assessed until the Child and Family Services representative arrives at the Centre. At that time, the Campus Children's Centre employee will be relieved of their responsibilities for the care of the child.

DAILY LIFE AT CAMPUS CHILDREN'S CENTRE

Clothing and Personal Articles

On your first day, please bring the following items to be stored at the Centre:

- ✓ One (1) small blanket for nap time (this item is usually stored with the cots or placed in your child's locker. At the end of the week it should be taken home for washing.
- ✓ One (1) pair of shoes suitable for indoor play and one (1) pair for outdoor play.
- ✓ One (1) complete change of clothing (socks, underwear, pants, shirt, etc).
- ✓ One (1) bottle of sunscreen (should you wish to have one used for you child(ren) other than what is provided by Campus Children's Centre
- ✓ (1) bottle bug repellent, should you wish to have this applied to your child.

Children who are not toilet trained will also need:

- ✓ Disposable diapers
- ✓ Disposable wipes
- ✓ Several extra changes of clothing to be used as necessary

Every one of these items needs to be labeled with your child's name in ink. With one hundred and thirty-eight (138) children on-site, we need a fast and reliable way to identify what belongs to whom. Items can be misplaced and we can't return something left behind unless we know who it belongs to. This is especially important in the case of favourite cuddle blankets at nap time and mittens that go into a dryer with twenty (20) other pairs.

It is also important that children's **outerwear is labelled and is suitable for the season.** The children go outside every day, weather permitting. Different items are needed in different seasons:

<u>Spring:</u>	Rubber boots, rain jackets, splash pants
<u>Summer:</u>	Sun hat
<u>Winter:</u>	Warm jacket, snow pants, winter boots, neck warmer and mittens

Campus Children's Centre continues outside play unless it is colder than -25C (including the wind-chill), or warmer than + 28C (including the humidex).

Please **do not send** any candies, gum, toys, jewelry or money. These can cause conflict between the children and can easily get lost or broken. The only exception is a small toy (**labelled**) brought on Thursday/Fridays in the Centre's rooms for children three (3) and up, which is placed in the Show and Tell bag.

Lunch and Snacks

The Centre provides children with a mid-morning and a mid-afternoon snack that follows provincial regulations and the Canada Food Guide. The snacks rotate through a four-week schedule and each snack includes food from two food groups. The schedule is posted on the wall next to the kitchen door along with a more detailed list for that specific day.

Children attending the Centre must bring a lunch. We do not have the facilities to refrigerate or re-heat lunches at this time. If the lunch must be kept cool, please send an ice pack with your child's food. If the food must be hot, please warm it at home, and place it in a thermos. Please **do not** send candy. Label all reusable containers (**no glass** containers).

When making lunches for your child please do not include food items that contain or "may contain" peanuts, nuts or nut alternatives. See the [Peanut/Nut/Nut Alternative Policy](#) for more information. Often one of the playrooms will request that families **do not send eggs or shellfish (two common allergens)** to the Centre as a child in the room has a **life threatening allergy** to one of them. The employees in the room will inform families when this arises.

Birthdays

On your child's birthday, you may supply a cake, cookies, cupcakes or other special treats for your child to share with his/her room. To promote healthy eating, please eliminate or refrain from using an excess of candy, chocolate, chocolate coated products, suckers, etc. for decorating purposes on birthday cakes, cupcakes, cookies, etc.

Advise employees ahead of time if you wish to bring something so they can adjust the menu accordingly and check with employees regarding children with allergies.

Please remember...no nuts or anything that may contain nuts or nut alternatives, and send a list of ingredients with the treat so we may ensure that everyone can have some.

Parent and Employee Communication

Effective and regular communication between employees and parents is crucial to a successful Centre experience for families and children.

The following processes are in place to facilitate effective parent and employee communication and to ensure parents are involved in their child's learning experience.

1) Orientation Session

Parents of children beginning the Centre must attend a mandatory orientation session with the Executive Director. The meeting will include:

- A review and completion of required paperwork
- A review of the Parent Handbook
- A tour of the facility including introductions of employees in the child's room

2) Report Sessions

Approximately one month after the child starts at the Centre, the team leader will email or call the parent to invite them to a meeting to discuss how their child is adapting. Parents are given the option of attending and can decline if they feel it isn't necessary. Additional meetings can be requested by either parents or the employees as required.

3) Transition sessions

When a child is transitioning to a new room the team leader of the room they are transitioning from will call or email the parents to a transition meeting that will include:

- An introduction to the team leader of the room they are transitioning to
- A discussion of the structure and guidelines of that room
- A discussion of the child's strengths and challenges

The team leader of the room that the child is transitioning from is responsible for inviting the parents and coordinating a time that works for both the parents and the team leader of the other room. Parents are given the option of attending and can decline if they don't feel it is necessary.

4) Meetings to discuss concerns

If an employee would like to meet with a parent, they will call or email the parents ahead of time so the parent is not surprised and can arrange a time to meet. Parents are asked to do the same.

If a parent requests a meeting, the employee will make arrangements with the Executive Director to be off the floor for a short meeting.

CENTRE POLICIES

Parent Code of Conduct

Interactions between parents and employees must be respectful and productive to ensure the dignity of everyone involved. We welcome comments and questions from parents and family members but concerns must be conveyed to employees in a way that upholds our respectful environment and code of conduct. Harassing behaviour towards employees is not permitted or tolerated.

Harassment is defined as unwelcome physical, visual, verbal or sexual conduct, whether intentional or unintentional, that directly or indirectly creates an uncomfortable, hostile or intimidating environment.

Examples of harassment may include, but are not limited to:

- Written or verbal abuse or threats
- Unwelcome remarks, slurs, jokes or suggestions that are related to any characteristic identified in the definition of discrimination
- Unwelcome physical contact such as patting, touching, pinching or hitting
- Unwelcome sexual remarks, contact or invitations
- Abuse of authority that undermines someone's performance or threatens their career
- Bullying
- Negative comments
- Physical or sexual assault
- Humiliating or embarrassing an employee in front of co-workers
- Displays of sexually explicit, sexist, racist or other offensive material
- Practical jokes that embarrass or insult someone or could result in bodily harm or injury

If a parent harasses an employee:

- They will be reminded of their signature on the registration form agreeing to abide by the centre's parent code of conduct.
- They will be notified that their behaviour constitutes harassment.
- The event will be documented and other employees and the Board will be informed.

If a second event of harassment occurs:

- Campus security will be called immediately.
- All personal effects of the parent's children will be collected.
- A paper with the date and time of the next Board meeting will be given to the parent. This document will also contain the date of the first harassing incident and a copy of the harassment policy.
- Security personnel will escort the parent off the premises.
- The parent's children will be automatically withdrawn from the program.
- Any fees or deposits paid to the Centre are forfeited.

Appeal of this decision can be made only to the Board of Directors at the **next** meeting. If the parent does not attend this Board meeting, they hereby release the Centre from any further obligation.

Confidentiality

Information concerning you and your family is given to us and kept by us in strictest confidence. Informed consent is required from parents in order for us to share any information regarding your child. We do not release any information in your child's file except with your informed, written consent.

We respect your child's privacy and do not allow children to be photographed or videotaped by persons outside the Centre without prior permission obtained from the parents. We do permit families to take personal photos of their own child on birthdays and special occasions for their own private use, but do not allow videotaping. Employees photograph the children doing various activities in order that they may share the experience with you, and we do not notify parents before taking these "activity" pictures. If you do not want your child included in any picture taking, please feel free to notify the office of your wishes.

As a safety procedure, we take and maintain I.D. photos of each child within this centre. These photos will only be used in an emergency when proper I.D. is essential.

We do not allow casual visitors to assess or test the children. If someone from a University of Manitoba department wishes to assess or test children for their research, notices are sent to the parents seeking specific permission. The child is not involved in the study unless this permission is obtained.

Throughout the year, students from faculties at the U of M and from off-campus learning institutions are placed in our Centre as part of their practicum. They are under the direct supervision of our employees. They may be required by their instructors to record observations of a child as part of their course. These observations are used only by their supervisors as a tool in the assessment of the practicum student. As information which could identify a child is never given, prior consent of the parent is not obtained.

Behaviour Management of Children

Campus Children's Centre does not permit, practice or inflict any form of physical punishment, verbal or emotional abuse, or denial of physical necessities for any child in attendance at the Centre.

The Centre uses a positive approach to behaviour management that includes praise, positive reinforcement, and alternative or consequential redirection. We attempt to understand disruptive or inappropriate behaviour and manage it through these means. If the child's behaviour escalates, the child will be asked to leave the group for a short "time out". She/he will be supervised in the room and when the child is ready to respond and listen the employee will talk with the child to understand the child's feelings, reassure the child, and assist the child in making the change required.

If a child is experiencing ongoing difficulties in the program the Centre will communicate the challenges to the child's parent. All possible resources, environmental adjustments, child development considerations and staffing complements will be considered to assist the child within the program. Parents are expected to participate in this process by following through with any related paperwork and/or appointments.

A child will be restrained or physically removed ONLY if they are engaging in behaviour that could injure or endanger themselves, another child or an employee.

If a child has not learned to control aggressive behaviour, even after intervention with additional support services, and poses a threat to others, the Executive Director will meet with the parents and request the child leaves the Centre until they are capable of participating fully in the program. The Executive Director will make every attempt to assist the parents with alternate childcare arrangements (if desired).

Child in Need of Protection

All Centre employees are required to follow the *Manitoba Guidelines on Identifying and Reporting a Child in Need of Protection*.

When suspecting a child in need of protection staff members, will consult with the Executive Director before contacting a Child and Family Services Agency.

A copy of the *Manitoba Guidelines on Identifying and Reporting a Child in Need of Protection* is can be found on the internet at the following address:

http://www.pacca.mb.ca/pdf/revised_guidelines_on_identifying_and_reporting.pdf

Peanut/Nut/Nut Alternative Policy

To ensure the safety of all children, Campus Children's Centre has a strict peanut/nut/nut alternative avoidance policy.

Parents must read the ingredients of every food packed in their child's lunch. Parents must not pack any food (including home-cooked food) if it contains any nut or nut product and/or nut alternatives. Some examples include:

- Peanuts, or peanut oil
- Almonds, or almond oil
- SunButter and/or Wowbutter spreads
- Walnuts
- Filberts
- Hazel nuts
- Cashews

Why do we have peanut/nut/nut alternative policy?

Please consider the following example: *A child has a peanut butter sandwich for lunch and rests his finger on the edge of the table. The table top is washed after lunch, but the smudge of oil on the edge is missed. Two hours later (or two days, or next month) a child with a peanut allergy rests his arm against that table edge. In 30 seconds he is wheezing. In 60 seconds he can't breathe at all. Without a shot of adrenaline (epi pen), in 90 seconds, he is dead. Peanuts, other nuts, and products made from nuts, are a quick acting, lethal poison to some of the children in this centre. A crumb of a nut-containing cookie or even the SMELL of the nut is sometimes enough to start a reaction. Nut alternatives spreads are difficult to distinguish between nut-based spreads, and therefore not permitted at the Centre.*

What happens when a parent brings a banned food into the Centre?

- 1st time: The child will be given an alternate lunch by the Centre, and the parents will receive a reminder of the peanut/nut/nut alternative policy.
- 2nd time: The Centre will supply an alternate lunch and the family will be charged \$10.00.
- 3rd time: The child will be automatically withdrawn from the Centre. This decision can be appealed at the next Board Meeting. Parents are responsible for determining when the meeting is being held.

This policy **reduces but does not eliminate the risk of accidental exposure** to children who may have this serious allergy.

Illness

Our policies are designed to keep the transmission of illness to a bare minimum. Your cooperation is for the benefit of you and your child. Health and safety needs of all children at the Centre are of utmost priority for our employees.

General Illnesses

Your child must be able to **participate fully** in all the regular Centre activities, including daily outdoor play. If your child is too sick to go out to play then she/he is too sick to attend the Centre.

Fever: A temperature higher than 38C (100.4F) is considered a fever (temperature is take from under the arm). Children may not attend the Campus Children's Centre if they cannot maintain a normal temperature without medication.

Behaviour: A child who exhibits behaviour out of the ordinary for them will be monitored over the hour for any other symptoms of illness (such as crying for no apparent reason, listlessness, pale, chilled, lack of appetite, etc.).

Vomiting: One instance of vomiting plus any other symptoms of illness in a child will constitute an immediate call to the parent and the child must be taken from the Centre. If there is only one (1) instance of vomiting with no other symptoms present, the child will be watched over the next hour for any further changes in their well-being. Should further vomiting occur or any other symptoms arise (fever, diarrhea, listlessness, etc.) the parent will be called to come and pick up the child.

Diarrhea: The same procedure will be followed as outlined for vomiting

Communicable Diseases

Manitoba Public Health Regulations state that a child must stay home from the Campus Children's Centre with the following illnesses:

- ✓ German measles - until rash disappears
- ✓ Red measles - until four days have passed from onset of rash
- ✓ Mumps - until nine days have passed from onset of swelling
- ✓ Pink eye - until medication has been applied for 24 hours
- ✓ Chicken pox - contagious before the onset of symptoms therefore children can attend the Centre if they can participate fully in activities.
- ✓ Roseola - contagious before the onset of symptoms therefore children can attend the Centre if they can participate fully in activities

Discharges

Children who have discharges that are possibly infectious will not be permitted to attend the Centre. These include pus-like discharges from eyes or skin surface and nose discharges that are greenish-yellow or yellowish-brown.

If you have been called to pick up your child for any of the above illnesses, **you will be required to keep your child out of the Centre for a minimum 24 hours** from the time they left the Centre.

Upon returning to the Centre, your child must be symptom free (including fever free without the use of medication). If your child had diarrhea, his/her stools must be back to their normal consistency and the frequency of having to use the toilet must be back to normal. Your child must be capable of participating fully in all activities.

If upon return any symptom is still evident in the child, you will be called immediately and asked to pick-up your child. Once again the child will have to be out of the Centre for 24 hours. In this case the parent will be called even if it is only one (1) instance of vomiting, diarrhea, fever, etc.

Administration of Medication

Children taking medication must have written consent from parents permitting employees to give prescription medication. Medical Permission Slips are available from Centre employees and must be completed for each individual course of medication. The medication must be in the **original prescription container** and show the **pharmacist's label** indicating:

- Physician's name
- Drug name and number
- Type of medication
- Dosage and times to be given
- Child's name

Over-the-counter medication in the original container is administered **only** with a physician's prescription clearly defining the current date, child's name and dosage as per the child's weight. Expired medication will not be dispensed.

Medication to be administered at the Centre must always be given directly to an employee caring for the child at the time of arrival and must not be left in the child's locker or lunch box.

Administration of Medical Procedures

Employees of Campus Children's Centre are trained to administer emergency first aid and CPR.

In order to safely accommodate children with medical conditions, individual health care plans are developed by an external nursing agency, URIS (Unified Referral Intake Service) which then provides training directly to employees. In some situations, a primary employee may be assigned to a child but all employees are expected to provide care for all children.

Field Trips

Manitoba Early Learning Best Practices Manual recommends less off-site field trips and encourages guest speakers/events held on the Centre's premises.

Campus Children's Centre tries to explore the university where and when possible, including visits to the barns, dentist, doctor or just a walk around the campus. Our goal is to maintain strong links with programs and facilities within the university community in order to access services and events that assist us in meeting the needs and interests of children and families at our centre.

Off-campus field trips are only offered if there are no safety concerns, finances are available, and best practices are followed.

Field trip best practices include:

- Adequate supervision (parent volunteers)
- Adequate, safe transportation
- Enhance and support children's learning
- Age appropriate

When field trips occur, transportation will be provided by the public transit system or a rented school bus. We make every effort to use transportation that is fully accessible.

Notification of each field trip will be posted on the parent's board and emailed to parents/caregivers minimally two (2) days before the field trip. All children from the room will be invited on all field trips and parents are encouraged to come. Only children whose parents have signed a consent form can attend the field trip. Children who do not have permission to attend will join another room for the duration of the field trip.