



**Nursery School
Parent Manual**

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Created4Me Early Learning Centre

Created4Me Early Learning Centre (formerly Narol Children's Centre) was founded in the spring of 1974 as a Nursery School Program. The Nursery program initially operated in the rural community of St. Clements. In September 2009 the Nursery School Program moved into Bird's Hill School and remains an integral part of the East St. Paul and surrounding communities as a prekindergarten program. In September 2008, Created4me Early Learning Centre Inc. expanded into a 24 space preschool and 4 space infant program. Both Nursery and Preschool centres are licensed by the Manitoba Child Care Program and funded by the Province of Manitoba. Created4Me Early Learning Centre Inc. is a nonprofit organization governed by a volunteer Board of Directors. The board members are elected at the Annual General Meeting held in September. The centre receives funding from the province of Manitoba, but primarily depends on a series of fundraising events to meet the centre's operating costs.

The current locations of Created4me Early Learning Centre Inc are:

Infant & Preschool Centre

264 A Hoddinott Rd
East St. Paul, MB R2E 0H7
661-2458
director@cmetaed4me.ca

Nursery School Centre

3950 Raleigh
East St. Paul, MB R2E 0G9
415-5437
nursery@created4me.ca

Mission statement

"To provide quality child care as an active member of the East St. Paul and surrounding communities."

Philosophy

Created4Me Nursery School provides a warm, inviting environment for children to develop socially, emotionally, physically, and intellectually. The emphasis is on building relationships with other children and adults in a happy, safe and stimulating setting. Creating a positive self-image for the child is of primary importance. Within the context of play comes growth and learning.

The design of our program and the arrangement of our classroom is to encourage choices and decision making by offering a wide variety of activities and materials. Each area provides experiences with small manipulative toys, art, music, block play, sand and water play, dramatic play, science, and literature. The schedule provides opportunities for play both indoors and outdoors, quiet and active, large muscle and small muscle, child initiated and staff initiated and opportunities for play as individuals, in small groups or in large groups.

Our curriculum is planned around the interests of the children, specific to the individual classroom, which supports Kindergarten readiness. We implement a developmentally appropriate practice that is inclusive to all developmental levels. Our curriculum promotes problem solving skills that encourage children to think, reason, experiment and work collaboratively.

SEPARATION

Beginning school is an exciting experience for both you and your child. However, coupled with your child's wonderful opportunities to explore new materials and meet new friends is the need to leave the secure surroundings of home, parents, siblings and caregivers.

There is no "correct" or "best way" for a child to adjust to separation since each child's style is unique, and experiences are different. However, there are certain guidelines that can help make for a smoother transition, not one that necessarily "works" the most quickly, but one that helps the child's long-term ability to handle separation.

The approach at our Nursery School is to work cooperatively with parents to support a positive transition into the classroom. The aim is not to distract your child quickly so that he/she doesn't notice you're leaving, but rather to help him/her feel comfortable in the new environment with the security of knowing you will return to pick him/her up at the end of class. We encourage parents/guardians to assist their child integrate into the class as needed. Be sure you tell your child it's time for you to go and you will return at the end of class. This will help your child feel secure that when you leave, you will be returning. The Nursery Instructors will assist with this transition.

The Nursery School staff is particularly sensitive to the fragile first few weeks of school and to the importance of being able to meet the individual needs of each child. For the first couple of days children attend in small groups in order to make this "getting acquainted" time an easier one with a gradual start. Parents/Caregivers may stay in the classroom until they are comfortable having the child remain in the room without his/her parent/caregiver.

HELPFUL HINTS FOR EASING YOUR CHILD INTO A SCHOOL SCHEDULE

- **PREPARE YOUR CHILD:** Talk to your child at home about going to school and use the teachers' names so your child becomes more familiar with them.
- **GOOD FEELINGS ARE CONTAGIOUS:** If you are genuinely excited about your child beginning school, chances are he/she will be too.
- **TALK TO YOUR CHILD'S TEACHER:** Parents know their child best. If you have any ideas for how the transition can be made easier for your child, share them. At the same time, recognize the teachers' expertise in balancing the needs of the group with those of individual children.
- **SEND A TRANSITION OBJECT TO SCHOOL:** Children like to bring a favorite object from home to school to bridge the gap (book, toy, etc.). Please make sure the object is not irreplaceable and that it is not too over stimulating for the group (such as a large battery-operated toy).

Behavior Management Policy

In accordance with Regulation 11(1) of the Best Practices Manual for Child Care Centres, Created4Me Early Learning Centre Inc. **does not** permit, practice or inflict any form of physical punishment, verbal or emotional abuse, or the denial of any physical necessities to any child in attendance at the centre.

The children of Created4me Early Learning Centre Inc. are guided through positive reinforcements. The children are provided the words to problem solve and interact with their peers in a safe and nurturing environment. All children's individual developmental levels will be considered in the planning of activities and guidance. The staff will use the following to support positive child to child/child to staff interactions:

- Positive communication
- Role modeling
- Demonstration of expectations
- Positive reinforcement
- Provide natural and logical consequences
- Use appropriate language
- Redirection
- Guidance
- Diversion
- Positive problem solving techniques

However, if a child is physically hurting anyone or anything after all steps have been taken to redirect the child, and he/she is jeopardizing the safety of others, staff will remove the child from the play experience. Once the child is calm and staff feel the child is ready to rejoin the group, he/she will return to the play experience. We understand that it is normal for children to display inappropriate behaviours at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations and consequences for such behaviours.

If a child continues to display undesirable behavior and is jeopardizing the safety of others, staff will speak to the Executive Director regarding their concerns. The Executive Director will contact the parents to arrange a meeting to discuss these concerns.

At this meeting a plan of action will be put in place to remedy the problem in the best interest of the child. A follow up meeting will be arranged to evaluate the implementation of the initial plan.

The Executive Director may contact other professionals (i.e. Child care Coordinator, Behaviour specialist) from the Manitoba Child Care Program or an outside professional to assist the staff. This person will observe the environment and make recommendations for change and/or further action.

If, after implementing the new strategy, there is still no change in behavior, the Executive Director will meet with the parents at which time the parents may be asked to withdraw their child from care.

Abuse, violence or aggressive behavior that endangers the child, other children, staff, equipment or building will not be tolerated. Offences will be documented and after the third offence, child care services will be terminated.

Open and continual communication will occur at all times.

STAFFING

The center maintains a staff/ child ratio of 1:10 for **nursery** children. One half of the employees have to be classified as an Early Childhood Education II/III. All staff employed are trained in First Aid and CPR. Employees also have Criminal and Child Abuse Investigation Reports done by Manitoba Child Day Care.

REGISTRATION AND ENROLLMENT

Our Program is specifically designed for children aged 3 to 5 years. To register, a child must be 3 years of age on or before December 31 of the current school year, and must be fully toilet trained. Registration is on a first come first serve basis on registration day, usually in the spring.

HOURS OF OPERATION

NURSERY SCHOOL HOURS

Monday, Tuesday, Wednesday & Friday

9:15 A.M. – 11:30 P.M. – A.M. HALF DAY (3 year old program)

OR

1:10 P.M. – 3:55 P.M. – P.M. HALF DAY (4/5 year old program)

Centre Closures

All holidays recognized by the Manitoba Child Care Program will be honored. Holidays will be billed to parent accounts at their regular rate even if your child does not attend on specific days and/or if the centre is closed. Created4Me Early Learning Centre Inc. will be closed for the following holidays, including one (1) Professional Development day annually:

New Year's Day	Victoria Day	Thanksgiving
Louis Riel Day	**Canada Day	***Remembrance Day
Good Friday	Civic Holiday	Christmas Day
Easter Monday	Labor Day	Boxing Day

*Professional Development Day

*The centre will close for one professional development day to attend an annual conference. This day will usually fall in April or May. Parents will be given minimum notice of one billing period of this closure date.

**If Canada Day falls on a weekend, we will be closed a day in lieu of.

***We will only be closed for Remembrance Day if it falls on a weekday.

The Nursery School is closed in accordance with all school breaks:

Winter Break
Spring Break
Summer Break

However, the Nursery is open on in-service days if it is a regularly scheduled class day, unless otherwise notified.

FEES

\$9.00 per day (\$144.00 per billing period)

\$35.00 non-refundable registration fee at the time of registration

Payment options: 10 post dated cheques for the school year can be submitted on the first day of class or payment can be made by cheque at our 264A Hoddinott Road location.

Fee Payment

Child care fees are invoiced (4) weeks in advance of child care services. Invoices will be delivered to your parent mailbox one week before fees are due. **The amount is due within the first week of the billing period.** *Please refer to the attached billing schedule at the back of the manual.*

Payments received after the due date will be considered late. The following steps will be taken:

Week 1 - payment due

Week 2 – late charge of \$20.00 will be applied to account. At the end of Week 2, if full payment has not been received, or a payment arrangement has not been made, parents will be notified in writing that effective Monday of Week 3, their child care space will be suspended

Week 3 – child is suspended until payment is received

Week 4 – if payment has not been received **child care services will be terminated.**

Once services have been terminated, any fees still outstanding after 30 calendar days will be referred to a collection agency. Created4me will no longer accept payments. The family will be responsible for all outstanding fees including late fees as well as any incurred collection charges.

A **\$30.00 NSF charge** will be applied for cheques returned from the bank, for any reason.

Subsidized fees

For families that qualify for subsidy, application forms are available on line at **[www.gov.mb.ca/child care](http://www.gov.mb.ca/child_care)**. Subsidized families are responsible for completing their application prior to their child's first day. Fees will be billed at the regular rate until notification of a subsidy approval is received; this includes a re-approval after the subsidy expiration date of the initial approval (usually on an annual basis). Adjustments will be made to subsidized parents accounts to reflect their current approval from the Manitoba Child Care Office once it is received. Also, it is the parent's responsibility to notify the Manitoba Child Care Office of any changes to their subsidy application (i.e. address, marital status, income, reason for service, termination of employment/education).

****Receipts will be issued each billing period once payment is received. Please keep these receipts for tax purposes. There will be a \$15.00 charge for duplicate copies at the end of the year.****

Withdrawal: 2 weeks written notice is required when withdrawing your child from the Nursery School Program. **If two (2) weeks notice is not given the parent account will be billed two (2) weeks in lieu of notice.**

ARRIVAL AND DEPARTURE PROCEDURES

Parents must accompany their child into the centre. When parents bring their child to the centre, or pick them up, they are responsible to assist their child with their clothing and belongings. Parents should ensure that the staff is aware that their child has arrived at the centre and has been picked up from the centre. Only those on your alternate pick-up list will be allowed to pick up your child. Children must be picked up by the scheduled pickup time. Parents must notify staff when an alternate will be picking up their child. Alternate pick ups, as well as anyone unfamiliar to staff, will be asked to show photo ID. Siblings must be 13 years of age in order to be an alternate pick-up and/or to bring the child to the centre.

LATE POLICY

If you are late picking up your child, a late fee of a \$1.00 per minute, per child will be charged. This fee is due when you pick up your child. If lateness becomes an issue there will be further consequences. Late charges must be paid in full prior to the child returning to the facility.

If the parent/guardian or alternate pick-up cannot be reached within 30 minutes of class ending then Child and Family Services will be contacted to report the child in need of care.

Parental involvement

I - Fundraising

Created4me Early Learning Centre Inc. depends on a series of fundraisers to meet the centre's needs and to continually enhance our curriculum. All of the money raised directly benefits the program through the purchase of new activity supplies and equipment. A variety of fundraisers will be held each year. **Three (3) of these fundraisers will require mandatory participation.** Families will be informed in writing when a fundraiser is mandatory. If a family decides that they are unable to **or** do not participate in a mandatory fundraiser, a \$50.00 fundraising fee will be invoiced to their parent account. This amount must be paid in full by the end of the billing period. All unpaid fees are subject to late fees.

II – Annual General Meeting

It is required that each family must have one representative in attendance at the AGM. This meeting is typically held in September. The audited financial statements of the previous fiscal year are reviewed, as are the events of the year.

If you are interested in joining our Board of Directors you can be voted in as a member at the AGM.

*****Our organization cannot operate without an elected Board of Directors.*****

III – Volunteerism

Created4me encourages parents to take part in our program by:

- ▶ Offering their special skills in a way that they feel is helpful. The centre will put up notices or put requests in newsletters requesting help when it is needed.
 - ▶ Joining us for special events or field trips.
 - ▶ Assist with the weekly laundry
- Join us for “clean sweeps” during school breaks
- ▶ Join our volunteer Board of Directors
 - ▶ Joining our fundraising committee

Intoxication

Staff **are not** permitted to release any child to an individual who appears to be intoxicated. An alternate pick up, listed on the child's registration forms, will be contacted to assume the responsibility of the child. In the event that a parent/guardian is suspected to be under the influence and is not cooperative with the staff, the RCMP will be contacted immediately.

Guardianship

Created4me Early Learning Centre Inc. requires copies of any legal documentation stating who has legal guardianship of children in the event that parents do not reside together, including restraining orders. Without such documentation, either parent has access to his/her child. The centre follows the Manitoba Child Care Program's protocol Understanding Custody Arrangements and Court orders Issued by the Criminal or Family Law Courts.

Medical Illness

If a child becomes ill, or a serious injury occurs while in the care of Created4me Early Learning Centre Inc., a staff will contact the parent to make him/her aware of the situation. The child will need to be picked up by the parent or authorized designate. **We ask that any child who is not able to participate in the program to its fullest extent remain home.**

Children may not attend the centre if they have a communicable disease (i.e. measles) or an infestation (i.e. lice). Children must remain home during the incubation period of said communicable disease or the infestation has been remedied in accordance with public health guidelines. A doctor's certificate *may* be required prior to reentry into the program.

All communicable disease will be posted for parental information. If your child does have a communicable disease please inform a staff. Confidentiality will be maintained and posting will remain anonymous.

Please phone the centre to inform of your child's absence.

Medication

The centre will not administer any medication that is not prescribed by a physician (i.e. Tylenol, Advil). Prescribed medication will be administered only if it comes to the centre in the bottle provided by the pharmacist. Your pharmacist will provide you a duplicate bottle if requested. A parent/guardian must fill out a medication form allowing staff to administer the medication to his/her child. The form will include dosage, times to administer, a start and end for administration of the medication and possible side effects. All medication is stored in a safe location out of the reach of all children.

Anaphylaxis

Created4me Early Learning Centre Inc will create a specific Health Plan for a child if he/she has a life threatening allergy in cooperation with URIS (Unified Referral and Intake System). It is the family's responsibility to inform the centre of extreme allergies, asthma or other medical conditions that would require specific care.

HEALTH GUIDELINES

Please keep your child home if he/she exhibits any of the following:

a) Colds/Elevated Temperature

If your child has a cold and is not displaying any other symptoms such as listlessness or a fever, children may attend the centre. However, if your child has a temperature of 38c or higher they should not attend the centre. If your child develops a temperature of 38c or higher while in the centres care, you will be notified to pick your child up.

b) Diarrhea

If your child has diarrhea (the frequency of bowel movements or the consistency (looseness) of stools) please do not bring them to the centre. If your child has two incidents of diarrhea you will be notified to pick them up from the centre.

c) Pink Eye

Children with this condition must be excluded from the centre for 24 hours after being prescribed medication.

e) Vomiting

Please do not bring

your child to the centre if they have been vomiting during the night or upon awakening. If your child has one vomiting episode while at the centre you will be notified to pick up your child.

f) Strep Throat

Children must be excluded from contact with other children in the centre until they have been on medication for 24 hours.

g) Skin Infections

If a child develops a skin infection such as scabies, impetigo or ringworm exclusion from the centre until under treatment is required.

h) Head Lice

If your child develops a case of head lice, please treat your child before bringing them to the centre. Children must be nit free before reentering the centre.

Illness policies and guidelines are in place for the health and well being of children and their families as well as all of those who attend the centre.

SNACK POLICY

Both a.m. and p.m. class have snack time. The centre does not provide this snack. All snacks need to be brought from home. Created4Me Nursery School Program is a **peanut/nut free centre**. Please ensure that all items sent in your child's snack are nut free and do not contain traces of nuts.

Some snack ideas are:

100% Fruit Juice or water
Fruit or vegetables
Cheese strings
Crackers/Pretzels
Rice cakes
Pudding
Applesauce

BIRTHDAYS

Parents are welcome to celebrate their child's birthday by bringing in cake, cupcakes, ice-cream or other treats to share with the class . These items must be peanut free.

TOYS

The centre requests that the children do not bring toys from home.
Exception: Children will be permitted to bring a toy or something special from home when they have sharing bag.

CLOTHING

On the first day of school all children should bring an extra change of clothing to remain at the nursery. This should include:

- Pants and shirt
- Underwear – underpants and socks
- Sweater or sweatshirt

Please label all items

Please dress your child in comfortable, washable clothing so that he/she can participate fully in our program. We teach the children to be independent. Please send them to school in clothing so they can dress themselves. Belts or pants with difficult fasteners make it hard for the children to use the bathroom without help.
Children must wear sneakers. Open toe sandals, flip flops or Crocs are not permitted as they are not safe to wear in the gym or outside on the climber.

Emergency Procedures

Fire drills are practiced monthly with the schools drills. Evacuation procedures and routes are posted at all entrances/exits throughout the building. Each staff member has designated roles and responsibilities during and evacuation.

If an emergency situation should develop the children will be evacuated from the building to St. Catherine's Anglican Church 3203 Bird's Hill Road. Staff will contact parents/guardians or alternates from this location.

Accident Procedures

All staff are trained in First Aid and infant CPR. A staff will administer first aid as required in the event of an accident.

All injuries will be recorded on an accident report form by the staff that attended to the child's injury or witnessed the injury. The form must be signed by the parent; it will be put in the child's file. In the case of a more serious injury, the accident will also be reported to the Child Care Coordinator of the Manitoba Child Care Program.

For any injury that appears to require medical attention, staff will contact parents immediately. If the staff feels that the injury is extremely severe, and waiting for a parent to pick up may cause additional harm to the injury, an ambulance will be called first and then the parent. A staff will accompany the child in the ambulance to the hospital.

Once the child is at the hospital the attending physician will make the decisions regarding the treatment.

Note: Parents will be responsible for the cost of the ambulance

Inclement Weather

Parents will be notified by telephone of an emergency school closure due to extreme weather conditions including blizzards or extreme road closures due to unsafe driving conditions.

Licensing Regulations state that the centre may not be opened when loss of water, heat, power or loss of telephone access occur. Fees for school cancellation due to emergencies for not more than 2 consecutive school days are not refundable.

FIELD TRIPS

Field trips or special activities are planned occasionally. Parents are required to accompany their child on the field trip. During the course of a field trip where the children are away from the Centre, the Centre is liable for the children on the bus going to and from the field trip (should a bus be rented). Parents in most cases are responsible to transport your child to and from the field trip. Parents or guardians are liable while the children are in transport. Upon arrival at the field trip, the Centre then becomes liable for the children. During special events, i.e. Christmas Party, where the event takes place in the school or adjacent grounds, the responsibility for the children lies with the Centre. Unless otherwise specified we limit our field trips to **enrolled children only**.

COMMUNICATION

Open communication between staff and parents is what has always helped to make the Created4Me Nursery Program most successful. We want to know what we do well and what we could do better. Please share your impressions with the teachers.

In addition, we want to know if anything special or unusual is happening at home that may affect your child's behavior in school. We will send weekly notices home informing you of what is going on in the classroom.

NON-COMPLIANCE WITH POLICIES

If any members who does not comply with these policies or causes any distress to any staff members, to the children, to the program, to other members, or do not have the best interest of the centre, will **be asked to withdraw from the program without notice**.

The balance of postdated cheques will be returned at that time.

NEWSLETTER

A newsletter is prepared monthly. The newsletter contains information about the centre's program, upcoming events, policy changes, reports from the board and fundraising events. It is important to read the newsletter to be kept informed about the centre.

I, _____, have read and understand the policies
of

Created4me Early Learning Centre Inc. I will follow the policies as presented to me in the

Parent policy handbook.

Parent Signature

Date

Billing Period Due Date Late Fee Effective

