

# Beausoleil Day Care Centre



# Parent Handbook

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## **SECTION 1.0**

### **Philosophy**

The Beausoleil Day Care Centre is a child-focused environment. We aim to make children feel comfortable in the environment by learning through play.

Our program believes that children are entitled to opportunities that support their culture, emotional, social, creative, cognitive and physical growth.

All activities are based on age appropriations and developmental abilities for each child who attends the Beausoleil Day Care Centre.

### **Background**

The Beausoleil Day Care Centre has been providing child care services to our community since July 1976.

### **Teaching Staff**

The program is staffed with fully qualified Registered Early Childhood Educators, who are dedicated to providing the best possible program for each child. The centre meets all regulations and standards as determined by the Ministry of Children and Youth Services in accordance with the Day Nurseries Act and College of Early Childhood Education.

**ADMINISTRATION**

The Beausoleil Day Care Centre is accountable to the Beausoleil First Nation Chief and Band Council. The staff report to the supervisor and the supervisor reports to the Director of Education.

**HOURS OF OPERATION**

Monday to Thursday      8:00am - 5:00pm

Friday                      8:00am - 4:00pm

All children must be in the program no later than 9:30am to fully benefit from the daycare schedule.

Parents must notify supervisor in advance of a medical or professional appointment. The child will be allowed to arrive up until 10:30am.

**LATE FEES:** A late fee of \$1.00 per child for every minute late. We allow a 5 minute grace period. This late fee must be paid to the teacher before a child will be allowed to return. Parents are responsible for ensuring their late fees are not over due.

**HOLIDAYS**

The Beausoleil Day Care Centre will be closed on the following holidays or designated days:

New Years	Civic Holiday	Labour Day
Good Friday	Thanksgiving Day	Victoria Day
Easter Monday	Family Day	Aboriginal Day
Canada Day	Christmas Day	Boxing Day

Note: Beausoleil First Nation may provide a two-week holiday over the Christmas and New Year season during which time the Centre will be closed.

Professional Development days will be provided in late August

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## **Licensing**

Our license is renewed annually in April. Our program Advisor from the Ministry of Community and Social Services visits our site for license renewal to ensure we are in compliance with the Day Nurseries Act and the Day Nurseries Manual. Our license is required to be posted at all times.

## **Criminal Reference Check**

Criminal Reference Checks are a requirement for all staff, co-op placements and volunteers.

## **First Aid/CPR**

All staff is required to have current certification in First Aid/CPR.

## **Emergency Closure**

In emergency situations, the centre will be closed at any time due to power, water, heat outages, natural disasters and weather conditions. As approved by the Supervisor for the safety and well being of the Children and Staff.

## **Emergency Contacts**

1. Emergency contacts that you put down must be able to pick up and care for your child.
2. Emergency contact people must be able to pick up and care for a child who is not well.

3. It is mandatory that we have current and up to date phone numbers for parents and emergency contact personnel.
4. Please notify emergency contacts of the responsibility.

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### **Release of a Child**

1. For ongoing safety purposes, only the people noted by the parent will be allowed to sign in and take a child from the centre.
2. The parent must contact the teacher in the event that you are authorizing other individuals to sign in and take a child from the centre.
3. Individuals picking up a child must be 13 years of age or older.
4. Individuals picking up a child **MUST NOT BE** under the influence of drugs or alcohol.

## **SECTION 3.0**

### **Health, Safety and Nutrition**

The Beausoleil Day Care Centre promotes a shared responsibility between the parents and to reduce the spread of infections and illness for the healthy well-being of all the children enrolled. All children attending must be well enough to participate in the full program. This includes both Indoor and Outdoor play.

A staff member is unsure of a medical condition; a nurse from the Health Centre will be contacted for assessment of the situation. A parent can request verification from CHN.

#### **Daily Health Check**

The general health of your child is observed every morning. For the well-being and safety of your child and all other children enrolled.

#### **Head Lice**

Staff are required to do weekly head checks. These are conducted every Monday morning. If a child has head lice, they will be sent home. Children must be free of head lice before returning to Day Care. The Day Care Staff would like a verification note from CHN

#### **Fire Drills**

Fire drills are conducted monthly.

#### **Food and Snack**

Parents are allowed to bring snacks for children that are healthy and safe. Exemptions will be made for children with food allergies.

### **Fever**

When a child has a fever of over 100.4 a parent or emergency contact will be reached for pick-up. The child will remain home for the next day after the fever subsides.

### **Diarrhea**

When a child has 2 episodes of diarrhea a parent or emergency contacted will be reached for pick-up. The child must stay home for the next day.

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### **Vomiting**

A parent or emergency contact will be reached for immediate pick-up of the child. Any reoccurring cases of diarrhea or vomiting parents will be called right away.

### **Medications**

Medications may be given to a child registered at the Beausoleil Day Care Centre. Prescription drugs will be given in accordance with the Day Nurseries Act, and will be given only when the following conditions are met:

Prescription drugs will be administered only from the original container as supplied by a pharmacist, the package must be **CLEARLY LABELED** with:

- The child's name
- The name of medication
- Instructions for storage and administration
- Prescription number
- Expiration date

All medications will be stored in a locked container and if required, inside a refrigerator.

Staff will **NOT** forcibly administer medication to a child. Staff will notify parents when a child refuses medication.

### **Epi-pens and Inhalers**

Please note that you need to fill out a form for these medications as well.

In addition, a Medical Authorization form must be completed and signed by the parent. These forms are available from staff.

## **Nutrition**

The Beausoleil Day Care Centre provides a well balanced lunch meal with morning and afternoon snacks which are posted on the entrance door - weekly.

Our cook is certified with a Food Handler Safety Certificate, which is renewed every five years.

**REMEMBER BEAUSOLEIL DAY CARE CENTRE IS A PEANUT FREE ENVIRONMENT!**

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## **SECTION 4.0**

### **ENROLLMENT**

#### **Registration**

Prior to admitting a child all forms must be completed in full by a parent or guardian. Parents will be supplied with an application for registration, immunization form and a short questionnaire about child's likes and dislikes - including the child's medical information/forms.

#### **Immunization**

Every child must be immunized prior to start date. Immunization is a mandatory requirement for your child to attend the program.

#### **Toddler**

Our child care centre offers a toddler program for children from 18 months to 3 years of age. In our toddler program parents are expected to provide:

- Diapers or pull-ups
- Creams or ointments
- Pacifier (if needed)
- Bottle of water for naptime
- Several labeled changes of clothing

### **10 CHILDREN, RATIO 5:1**

#### **Pre-school**

Our child care centre offers a pre-school program for children 3 – 5yrs of age. Parents are expected to provide a change of clothes in case of an accident.

**16 CHILDREN, RATIO 8:1**

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**School Age**

We accept 8 school age children if space is available. This is for children who are ages 4 and 5.

**JUNIOR KINDERGARTEN** – Afternoon care is provided for children who attend morning class in the Junior Kindergarten division. There is a bus schedule in place, which picks children up from the Christian Island Elementary School and safely delivers them to the Beausoleil Day Care Centre.

**SENIOR KINDERGARTEN** – Morning care is provided for children who attend afternoon class in the Senior Kindergarten division. A bus schedule is in place, which picks children up from the Beausoleil Day Care Centre and safely delivers them to the Christian Island Elementary School.

**IF BUS IS UNABLE TO MAKE THE REGULAR SCHEDULED RUN, PARENTS WILL BE NOTIFIED.**

Regular attendance of your child is expected, as it promotes better adjustment to the program. Please make a courtesy call to advise staff if your child will be absent.

**Custody / Customary Care**

In cases where a child is the subject of a court order, the Beausoleil Day Care Centre must be provided with the most recent order. The orders of the court will be followed.

**Child Guidance**

1. Praise and encourage children for positive behavior.
2. Staff encourage positive problem solving skills.
3. Redirection to activities more comfortable
4. When a child's behavior jeopardizes the health and safety of others the parent will be notified for pick-up.

**Indoor/Outdoor Play**

- To provide a quality environment for promoting the social, emotional, physical, cognitive, creative and cultural development of children.
- Through play children strengthen their understanding of their environment, language and social skills.
- The role of the teacher is to provide learning opportunities that initiate positive growth and development.
- Daily outdoor play is a requirement. A range of gross motor activities are provided. Sand play, riding toys, pull and push toys, balls and wagons.

**Clothing/Accessories**

Children explore many hands-on activities through play, both indoor and outdoors. Each child is required to have:

- Comfortable play clothing
- Sturdy footwear (flip-flops have been the cause of some injuries)
- A complete change of clothing
- Hats for sun protection during summer months
- Winter coat, snow pants, boots, hat, scarf and mittens for cold weather

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### **Parent Conduct**

Our primary concern is for each child to be safe. Parents must present themselves in a positive, responsible manner to both children and staff.

Parents must refrain from using harsh language, tones and derogatory comments, while on the property or during phone conversations.

Profanity and threats have **NO PLACE** at the Beausoleil Day Care Centre and will **NOT** be tolerated.

Any persons under the influence of drugs or alcohol should **NOT** be on the premises.

No form of harassment will be tolerated. And if necessary, law enforcement will be contacted.

### **Children In Need of Protection**

Four principle forms of child maltreatment: physical, sexual, emotional abuse and child neglect.

Under the Child and Family Services Act, it is the legal responsibility of the Beausoleil Day Care Centre staff to report any of these cases. Every single one of us has a responsibility to keep the children safe and healthy.

### **Cultural Enrichment**

Our Centre promotes Native as a Second Language and cultural awareness, to enhance learning within the daily program among children.

### **Program Development**

1. Our program is planned to provide challenging creative programming to promote the overall growth and development of young children
2. Daily schedule of routines are posted in each classroom.
3. Play environment is designed to meet the physical needs of the child
4. Developmentally age appropriate activities are provided in all programs.
5. Promoting socialization for children of non-working parents on Monday, Wednesday and Friday Mornings
6. Parents are expected to come in for orientation with children

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### **Children's Information**

All information contained in a child's record is confidential. All staff have access to these records, as well as members of the licensing department (Ministry of Community and Social Services).

Daily journals are kept for each child. Parents are encouraged to read them anytime. These journals are to stay in the building.

## Room of Orientation

\_\_\_\_\_ Toddler Room

\_\_\_\_\_ Pre-School Room

Name of child visiting: \_\_\_\_\_

Date of Orientation: \_\_\_\_\_

Received and Reviewed Handbook: \_\_\_\_\_

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Teacher Signature