

Whitefish Lake

Band No. 128

Childcare Centre

Parent Handbook

Whitefish Lake Band No. 128

Childcare Centre

Parent Handbook

TABLE OF CONTENTS:

1.	1.0	Philosophy	
			1.1 Philosophy Level
2.	2.0	The Daycare Program	
			2.1 Children Are The Programs Priority
			2.2 Cultural/Language Activities
			2.3 Special Activities
3.	3.0	Eligibility For Services	
4.	4.0	How We Care For Children	
			4.1 Child/Staff Ratio
			4.2 Method Of Grouping Children
5.	5.0	Meals And Menus	
			5.1 Infant Feeding
			5.2 Snacks
			5.3 Allergies And Special Diets
6.	6.0	Daily Routines	
			6.1 Sleeping
			6.2 Playing
			6.3 Toileting
			6.4 Outdoor Activities

			6.5	Utilize Indoor/Outdoor Space
7.0	7.0	Fee Policy		
			7.1	Monthly Fees
			7.2	Regular Payment
8.	8.0	Hours Of Operation		
9.	9.0	Pick-Up Of Children		
10.	10.0	Signing The Attendance Form		
11.	11.0	Withdrawal From Daycare		
12.	12.0	Visitation Policy		
			12.1	Security
13.	13.0	Social Media		
14.	14.0	Smoking Policy		
15.	15.0	Discipline Policy		
			15.1	Quite Talk
			15.2	Redirection Of Activity
			15.3	Time Away
16.	16.0	Medication Policy		
			16.1	Administration of Medication
			16.2	Illness and Medical Procedures
17.	17.0	Immunization Policy		
18.		Accidents And Illness Policy		
			18.1	Accidents And Illness
			18.2	Communicable Diseases

1.0 PHILOSOPHY

The Whitefish Lake Childcare Centre provides a safe and nurturing environment for every child that attends our centre. We are intending to achieve this by stressing the importance of learning through play which addresses the development of the social, physical, intellectual, creative, emotional and cultural selves of the children. We believe that through playing, the children can be educated and have fun at the same time. Their needs as an individual and as a group, is the centre's childcare priority.

1.1 Philosophy Level

In addition, we are intending to return to the grassroots level. As a daycare centre based in the Whitefish Lake Reserve we would like to help the children to develop in their culture and identity as First Nations People. The Daycare wants to emphasize the importance of being First Nations People by incorporating the Cree Language and Culture in the Curriculum.

2.0 THE WHITEFISH LAKE DAYCARE PROGRAM

The Daycare Centre is located at the Whitefish lake Band No 128. The centre may accommodate up to 76 children with ages ranging from 6 months to 6 years old. The children are separated according to age groups, e.g., 6-13months, 13-18 months, 18-35 months, 3-6 year olds. Each group has its own program developed specifically to nurture and enhance the development of the child, physically, emotionally, socially, intellectually, and culturally.

2.1 Children are the Programs Priority

Guided by the philosophy "The children are the programs priority". We take pride in being a valuable support system to the children's development and being partners with the parents in pursuing the best possible environment, physically, mentally and emotionally for the children of Whitefish Lake. Outlined in the following pages is the central structure of the program, as well as policies and procedures to be followed. Any questions and/or concerns can be discussed with the Director of the Centre.

2.2 Cultural/Language Activities

All the children, from infants to Playschool, will be encouraged to learn the Cree language. Modeling method will be used on the younger children and more structured learning for the older children. Cree language and culture instruction is incorporated in the program to encourage children to take pride in their language and identity. It is a challenge for the youth in the community to regain the culture and language since English is spoken with some knowledge of Cree Words.

2.3 Special Activities

Special activities such as field trips, parties, graduations, concerts, etc., will be organized throughout the year. Consent forms and letters will be sent out to the parents and guardians. Dates and costs (if required) will be included in the letters that will be sent. Volunteers are always welcomed.

3.0 ELIGIBILITY FOR SERVICES

Both parents and guardians must be employed or attending school full-time. Full-time work is defined as employment that requires at least 36 hours per week. The Director will give parents, who leave their children while not at work or school, a warning. These measures are necessary to prevent the exploitation of Band services and funds to prevent the community Childcare Centre from becoming a tool used by individuals who choose to neglect their children.

4.0 HOW WE CARE FOR YOUR CHILDREN

Children registered at the Whitefish Lake Childcare Centre will at all times be under supervision at all times that is sufficient to ensure their health and safety. There will be a minimum of 2 staff members on duty in the rooms at the daycare centre at all times. At no time will a staff member under the age of 18 years be solely responsible for the supervision of children.

4.1 The Child/Staff Ratio

Infant (6 months - 12 months)	1:3
Toddler (13 months - 18 months)	1:4
2 Years Old (19 months - 35 months)	1:6
3 Years Old (36 months – 3.5 years)	1:8
Playschool (3.5 years – 6 years)	1:10

*The Whitefish Lake Childcare Centre will have written emergency evacuation plans that reflects specific plans for such times that primary care-staff – children (sleeping) ratios are in effect.

4.2 Method of Grouping Children

Children are assigned to a specific room according to their age and development. Gym time is also provided for the children and the children are also grouped according to age during gym time. Each room has a program specifically designed for the children of that age group. Activity plans are developed by the primary staff and are reviewed and approved by the Director on a monthly basis. The child/staff ratio is followed to ensure the safety and development of the children.

5.0 MEALS AND MENUS

5.1 Infant Feeding

Parents shall provide detailed information regarding what their infants eat, how much and when. Parents will also provide formula until the infant is eating regular “table food”. The food and formula will be labeled with the child’s name and date. Breastfeeding mothers have to come in and feed their child.

5.2 Snacks

The Whitefish Lake Childcare Centre provides a morning snack/breakfast and lunch, for all other children with the exception of Playschool (K4). Pop, chips, candies and other junk-food are not allowed at the Daycare. We follow the Canada Food Guide to ensure that the children are receiving nutritional meals while in our care.

5.3 Allergies and Special Diets

If your child has any allergies or special diets, you must inform the Daycare and provide caregiver with the specific detailed instructions. Allergies or special diets are posted in the kitchen area and the eating area in the rooms.

6.0 DAILY ROUTINES

6.1 Sleeping

Infants are allowed to sleep as required. The infant program is very flexible to accommodate your child’s routine. All other children are required to have nap time as specified in their own programs. Individual cribs for the infants and cots/mats for all the children are provided for by each room. Parents have the option to bring in blankets for their child. Blankets and indoor shoes are required in all the rooms as part of the fire safety procedure.

6.2 Playing

Staff members are required to interact with the infants when they are awake. Talking to the infants is found to be especially helpful in the children's language development. Play is the integral part of their learning philosophy. Through play children learn a variety of skills. Cooperation, creativity, singing and counting development of gross and fine motor skills are fostered within play itself. Play could be teacher directed at times (gym) or play could be oriented.

6.3 Toileting

Staff members are required to change pampers for the infants and toddlers. Pampers, baby wipes, and any special creams or lotions will be provided by the parents. Change of clothes is also required in case of any accidents. A chart is utilized and provides information such as time of changes. Children who are already toilet trained are provided with child sized washrooms and will be taught proper hygiene such as hand washing etc,

6.4 Outdoor Activities

All children will have outdoor activities, weather permitting. Older children will be taken out for walks as long as they are properly dressed. If all other children do not have proper clothing, they will have water play, and indoor activities etc. Staff members will be supervising these activities. Special activities such as field trips or swimming will require consent from parents. Consent forms and letters will be sent to the parents with regard to these kinds of activities. Volunteer time from the parent may be required and will always be welcomed. It is the parent's responsibility to ensure that their children are appropriately dressed (jackets, mittens, summer hats, etc.) depending especially in the winter will be left inside the building. Their health would be a priority in these situations.

6.5 Utilize Indoor and Outdoor Space

It is important that children have access to outdoor play on a daily basis. The outdoor play space needs to be safe, versatile, well maintained, and planned to meet the development needs of children. For ease of access, outdoor play space should be adjacent to centre. Where that it is not possible, it is required to be within easy and safe walking distance of the centre. To ensure the safety of children, the outdoor play space

must be securely enclosed when children are using the play space. It is essential that children are adequately supervised and protected in the alternate play space.

7.0 FEE POLICY

7.1 Monthly Fees

- A monthly fee of \$200.00 (Two Hundred Dollars) will be charged for the first child of the family and an additional \$300.00 (Three Hundred Dollars) for a second child and \$50.00 (Fifty Dollars) for the third additional child of the immediate family. This applies to children who attend the Childcare Centre on a full time basis, 10 days or more out of a month.
- Upon starting daycare, it is mandatory that daycare fee's be paid upfront and your daycare services will be covered for the next month, i.e.; If you pay your fee's in May that will cover the following month of June etc.
- If a child attends the Childcare Centre for 9 days or less for the entire month, there will be a flat rate of \$120.00 (One Hundred and Twenty Dollars). This is considered part time child care.
- There is a daytime drop off rate of \$25.00 (Twenty-Five Dollars) per day, payable upon Drop-Off, which only relevant for Emergency (e.g., Court, Medical, etc.)

7.2 Regular Payments

The Childcare Fees are payable/due at the end of every month for students and one day after payday for employed parents and or guardians. If payments are not made regularly, the Director will handle each situation individually. Therefore, if the balance owing is more than \$200.00 (Two Hundred Dollars) or any attempts to pay are not being made, a warning letter will be issued. The Whitefish Lake Childcare Centre reserves the right to terminate registration and refuse re-registration if payment arrangements are not made within 15 days of issuing of the warning letter, and a 2 week suspension will be enforced for non-payment if account goes more than 2 months overdue No deduction or rebate will be given for temporary absences, vacation or holidays. There will be an additional \$10.00(Ten Dollars) for every 5 minutes for any late pick-ups after 4:45p.m or children picked up after 3:00pm on WFL#128 Administration pay days. IE, if a childcare worker stays ten minutes passed 4:45pm during a regular work day caring for a child than \$20.00 will be added onto their monthly fees. This amount could be directly applied to the monthly fee. **Last drop-off is 8:30 a.m.**

8.0 HOURS OF OPERATION

The centre operates between 7:30 a.m-4:45p.m, Monday through Friday, with the exception of all statutory holidays and Band Holidays. The Daycare will stay open until 4:45 p.m, to allow working parents to pick up their children. Student's who are dismissed at 3:30 p.m, will have to

pick up their children by 3:45 p.m and or parents who have early work days should pick up their children early. Parents who are not at work are expected to keep their children at home with them. Parents are to make their own arrangements to have their children picked up during the specified hours. Late pickups will result in additional fees of \$10.00 (Ten Dollars) every five minutes. (As per section 7.2) If you are going to be late, please make sure that an authorized adult picks up your child. Last minute drop-off time is 8:30 a.m.

9.0 PICK-UP OF CHILDREN

Authorized adult's can pick up the child(ren). If a child is left under the care of the daycare until 6:00 pm without any notification to the centre, then Child Welfare will be contacted to take care of the children. No children will be accepted after 8:30 am. When arriving in the morning, please be sure that a staff member is aware of your child's arrival before leaving. You are responsible for helping settle your child in the morning, e.g., removal of jackets, signing of attendance sheet, etc. Any special care or circumstances in your child's life could be discussed with the staff during this time.

10.0 SIGNING THE ATTENDANCE FORM

Signing your child IN and OUT of our attendance form is VERY important. These forms are required by law and are used for funding purposes. In emergencies it is very crucial that we have accurate records of all the children in the centre.

11.0 WITHDRAWAL FROM DAYCARE

The Director must be informed if you no longer require Daycare services or if your child will have prolonged absences from the Daycare. Failure to do so may result to continued billing of fees.

12.0 VISITATION POLICY

Parents are always welcome to contact the centre. Establishing a good report between the parents and the staff is very important because both parties have only the best interest of the child in mind. Meeting with the parents can be arranged either with the Director or all the staff including the Councilor (portfolio holder) responsible for Daycare. It is beneficial for the child that the parents refrain from visiting the centre unless they have the intention of picking-up the child or the child has already been forewarned at home that a visit is going to happen. It has been our experience that the children become very disappointed and emotional when parents or relatives stop in to visit and then leave without them.

12.1 Security

Due to security reasons, we are going to lock all the doors at the Daycare from 8:30 am-3:30 pm. If you have to come to the Daycare, please inform us beforehand so we can make sure to open the door at that time. We also require that we be informed if you have any court orders restricting another parent or other people from visiting your child(ren). Visitors from other agencies, schools, etc, are welcome to visit our centre. We also require these visitors to give appropriate notification before visiting.

13.0 Social Media

Social Media pertaining to the WFL#128 Childcare Centre is prohibited; information regarding the centre being publicized on the internet such as facebook, twitter, etc is not permitted. Failure to comply will result in immediate expulsion from the WFL#128 Childcare Centre.

14.0 SMOKING POLICY

The entire Whitefish Lake Childcare Centre is a non-smoking building. Smoking is not allowed at the playground area at any time. There is a designated smoking area outside away from the play areas of the children for the staff only.

15.0 DISCIPLINE POLICY

15.1 Quiet Talk

A caregiver will use eye to eye reasoning: Kneel to the child's level, explain carefully what about the child's behavior is not acceptable. Allow the child to explain why they are behaving that way. Listen carefully and try to agree on a behavior that is mutually agreeable.

15.2 Redirection of Activity

Redirect activity-change of scene. If a talk is inappropriate, positively direct the child's attention to another activity. Sometimes the undesirable behavior jeopardizes the safety of the people or property and step #1 must be bypassed and redirection handled immediately. Always try to explain the problem to the child so that he/she is aware of more acceptable behaviors to use "next time".

15.3 Time Away

If a child is constantly misbehaving and becomes a disturbance to the group, his/her parents will be informed of the problem and a meeting to discuss possible ways of changing the behavior will be held. If the behavior continues to a degree that disrupts the program or poses to harm others then the Whitefish lake Childcare Centre reserves the right to request that the child be withdrawn from the centre till matter is resolved.

16.0 MEDICATION POLICY

16.1 Administration of Medication

Parents must sign an authorization form before any medication can be administered. All medications must be in its original container with the Physicians name and Prescription labeled on it. Over the counter medication must be prescribed by the Physician before it is administered at the Daycare. The staff is required to have Standard First Aid and First Aid in Childcare before they can administer any medication.

16.2 Illness and Medical Procedures

If a child is too ill to participate in the childcare centre program, the parent or emergency contact will be notified and arrangements made for the child to be picked up within 2 hours of phone call made.

17.0 IMMUNIZATION POLICY

Immunizations are very important to be kept up to date as it can be a health risk to others if child becomes ill with a communicable disease, therefore; all children attending the centre must be up-to-date with their immunization. It is the responsibility of the parent to ensure that their child is immunized. The staff is not required to bring your child to the health centre to get their immunization but can remind the parents to take their children. The Childcare Centre reserves the right to request a list from the Community Health Representative of children requiring immunization. The Childcare Centre also reserves the right to request that the child be withdrawn from the centre until the issue is dealt with promptly.

18.0 ACCIDENTS AND ILLNESS POLICY

18.1 Accidents and Incidents

All accidents or incidents involving your child will be reported to the Director and to you. If the accident or incident is deemed to be serious, you, the Community Health Nurse and / or a Physician will be contacted immediately. For accidents that are deemed to be minor, the staff will administer First Aid to the child. The staff members will discuss the incident with you at the end of the day. You are still required to read and sign the "Accident/Incident Report Form".

18.2 Communicable Diseases

Our staff must report immediately to the Health Authorities and yourself any known or suspected communicable disease, it would be required that the child be removed from the program until the contagious period has lapsed. If the child has been to a physician and is on medication, we would require that the child be on the medication for at least 24 hours before returning to the centre. The same rules apply for lice and severe cases of diarrhea. Once the child has been sent home due to a suspected contagious condition, a clearance note for re-entry into the program from the child's family physician is required. In cases of lice, the Community Health Nurse can provide a clearance note. This is necessary for the safety and protection of all children and staff.

This procedure was recommended by the Licensing Officer in order to solve problems regarding Head Lice.

Other concerns please specify: _____