

Laura Secord Community Child Care Inc.
Parent Policy

*Approved by
The LSCCC Board of Directors
On
06/24/25*

980 Palmerston Ave.
Winnipeg, MB
R3G 1J9

Phone # 774-1165 Fax # 774-1165

Email: lscgccinc@mts.net (Director) laurasecord@mymts.net (Assistant Director)

LSCCC PARENT POLICY

Revised and approved by the Board of LSCCC on 06/24/24

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I. Introduction

We would like to take this opportunity to welcome you to Laura Secord Community Child Care Inc. LSCCC was started in the fall of 1982, and is a part of the Manitoba Child Care Program, under the former Family Services and Housing, now Family Services and Consumer Affairs. LSCCC is incorporated as a non-profit, registered charity and is licensed under the City of Winnipeg and the Province of Manitoba. Funding is received from the provincial government in the form of Operating Grants and parent subsidies.

The child care centre is managed by an Executive Director who is governed by a volunteer Board of Directors. The Board of Directors is made up of parents and interested members of the community, who are elected at the Annual General Meeting (AGM). All parents are welcome at the monthly board meetings. Parent participation and involvement is essential to the successful operation of a child care facility. All policies followed by LSCCC are approved by the LSCCC Board of Directors. We aim to provide a barrier-free environment therefore information is available, upon request, in accessible formats.

II. Mission Statement

The mission of LSCCC is to meet the needs of the community by providing inclusive, regardless of ability, quality child care, for children aged 5-12 years in a licensed, supervised facility. Our primary objective is to offer an environment of trust, security, health, safety and happiness that fosters the developmental growth of all the children, based on their cognitive, emotional, creative, physical and social needs.

III. Vision Statement

We at LSCCC will strive to enhance the quality of our programs through continued dedication and commitment to you and your children.

IV. Board of Directors

LSCCC is governed by a volunteer Board of Directors, made up of parents and interested community members. Each parent is a member of the day care and has the opportunity for election at the Annual General Meeting. Parental involvement is essential in the successful operation of our centre.

Board meetings are held monthly at the centre (excluding July and August and subject to change - notice will be given). All parents are welcome to attend these meetings and share ideas for the centre. Board minutes and By-Laws governing LSCCC are available to all parents upon request.

V. Registration

To ensure a smooth transition into our program for children and their families we offer a tour and orientation prior to enrolment. LSCCC will provide, whenever possible, accessible information and communication. This includes offering alternate formats, communication supports, and accessible technology. Our program follows the procedures outlined in Guidelines for Early Childhood Transition to School for Children with Special Needs.

Parents are required to complete a registration form prior to the child's first day at the centre. The completed form must be returned to the centre on or before your child's first day.

At enrolment, a Registration Fee of \$100.00 per child is required. All parents, both government subsidized and those paying full fees, are assessed the \$100.00 fee, which is due no later than the child/ren's first day of attendance at the centre. This fee is refunded on your last parent fee statement, provided that (2) two week notice is given for withdrawing child from the centre and that your account is not in arrears.

Children ages five (5) to twelve (12) may register at the centre. ONLY children registered in the AM classes at École Laura Secord School are eligible for our half-day kindergarten program. Our Kindergarten program provides care for the afternoons only, and runs every year from July 1st to June 30th.

Priority for enrolment at LSCCC will be given to siblings of children already registered in our programs. Children will then be enrolled based on the original date they were placed on our waiting list. Children registered in our Kindergarten program may transfer to our School Age program for grade one, providing a space is available to do so. The order in which Kinder children are offered a School Age space will be based on the original date they were placed on our waiting list. Enrolment in our kinder program does not guarantee a school age space for your child.

In the event that a school age space is needed, but not available, it will be the responsibility of the parent/guardian to place their child on the LSCCC waiting list.

VI. Hours of Operation

The centre is open weekdays from 7:00 a.m. until 6:00 p.m., Monday to Friday. We are closed on all Statutory, Civic and other declared holidays. Advance notice will be given for scheduled closures. The centre offers year round care by providing care on regular school days, school in-services, as well as all summer, winter and spring breaks.

VII. Pick-Up Procedures

The parents/guardians enrolling the child(ren) are responsible to provide a list of emergency contacts with pick up authority. (See registration form.) It is the parents/guardians responsibility to arrange for one of these emergency contacts to pick up their child(ren) by 5:50 if they are not able to do so themselves. If a parent, guardian, and/or caregiver or emergency contact appears to be intoxicated at the time of pick up, the daycare staff will ask the parent, guardian, caregiver or alternate person picking up the child to call the next contact on the child's pick-up list or will offer to do that for them. If an adult is not available by 7:00 pm, after every effort has been made to contact the parent(s) and all emergency contacts and no one can be reached, the child care staff will contact Child and Family Services to report a child in need of care.

VIII. Late Pick-Up Fee

Parents/guardians should arrive at the centre by 5:50 to allow enough time to gather your child's belongings, dress and change shoes, communicate with staff, and depart the building prior to 6:00 pm. Any parent/child still in the building at 6:01 will be assessed at late fee of \$20 per child per for the first fifteen (15) minutes or part thereof and \$10 per child for every additional 5 minutes or part thereof.

Parents are asked to call the centre to notify staff if they are going to be late in picking up their child, or if one of the emergency contacts will be picking up their child.

LSCCC reserves the right to verify instructions and check identification before releasing a child.

Consequences for late pickups are as follows:

First time: Late fee will be assessed and reminder notice given.

Second time: Late fee will be assessed and parent/guardian(s) may be required to meet with the Director and Chair of the Board of Directors of LSCCC to create an action plan to avoid further late pick-ups.

Third time: Late fee will be assessed and two (2) week notice will be given to parent/guardian(s) and child will be withdrawn from LSCCC.

Note: Any parent/guardian wishing to appeal the centre's decision to withdraw, must do so in writing, to the Director/Board of Directors before the end of the two week notice period. Each situation will be considered on a case by case basis, and may be subject to additional terms and conditions.

By 7:00 pm, after every effort has been made to contact the parent(s) and all emergency contacts and no one can be reached, the child care staff will contact Child and Family Services to report a child in need of care.

IX. Fees

Fees are regulated by Manitoba Child Care Program (MCCP) and are determined by the provincial budget set in April of each year. Advance notice of any change or increase to the fees will be given to all parents. A statement of fees owing will be issued for each billing period. A billing period is based on 20 business days that fall on different days each calendar month. Bills will be handed out one week prior to the due date. A late fee of \$15 will be assessed if payment is not received within five (5) business days after the due date. If fees still remain outstanding, written notice will be given. If mutually agreeable arrangements are not made in writing to the Executive Director within 10 days of the billing due date, this matter will be brought to the attention of the Board of Directors. Outstanding accounts may result in the child/ren being withdrawn and further actions taken to recoup all money owing. Parent fees are payable four (4) weeks in advance according to the billing schedule set up by the MCCP. Spaces are charged as full day, regardless of use, and fees must be paid for all days your child is enrolled, including statutory holidays, and days when your child does not attend due to illness. A schedule of the reporting periods will be given to each family upon enrollment and posted on the parent information board inside the centre.

If an NFS cheque is returned to the facility by the bank, the parent/guardian will be notified and held responsible for the outstanding amount, plus a \$15 administration fee.

Annual tax receipts will be provided to each paying parent/guardian no later than February 28th of each calendar year. If more than one parent/guardian is responsible for paying childcare fees a separate account will be created and a tax receipt generated for the fees paid by each party.

X. Subsidy

Government subsidy is available for families who qualify. Forms are available from the Director or Assistant Director. Families that qualify for subsidy are responsible to pay the non-subsidized portion of the fees which is \$2.00 per day or \$40 per billing period per child.

XI. Summer Sublet

There is the possibility of subletting the space over the summer months. Subletting is available on a first-come, first-serve basis **AND only if we can fill the space** with another

child from the community. There is an administration fee of \$100.00, payable on or before the last day of school in June.

Subletting is not available to Kinder children for the summer months immediately following enrolment in our program as this is considered an important part of their transition from preschool to school age. A signed sublet contract including the fees and terms for the period of the sublet will be required for families accepting childcare spaces during the summer.

XII. Parent Information

Custody Agreements: In the event of parental separation, parents are to inform the centre of the custody and access arrangements. In order to enforce such arrangements, parents must give the centre a copy of the parent's custody agreement or court order regarding the child/ren in the centre. (See registration form.)

Confidentiality: All information regarding the child and family will be kept confidential by the staff of LSCCC as per provincial regulations including Freedom of Information and Protection of Privacy Act (Manitoba) and Personal Health Information Act. The Director can, when necessary, disclose such information to governing bodies such as The Board of Directors, the Provincial Daycare Coordinator, Child and Family Services, or Emergency Responders. This disclosure is at the discretion of the Director and is not considered a breach of confidentiality. Nevertheless, the Director will make every attempt to keep the names of the children and family members confidential until such disclosure is necessary. Parents/guardians will be notified (except in the case of a medical emergency) prior to their names being disclosed in this regard. Each child's personal file can also be accessed by primary caregiver(s) listed on the registration form.

Consent forms: In the event that École Laura Secord School or any Social Services Agency currently working with your child wants to communicate with day care staff regarding your child, written consent must be obtained from the parent. (See registration form.)

We like to share our daily activities and field trips with the parents in the form of photographs and occasionally videotaping. We are required to obtain parental consent for your child to be videotaped or photographed. All pictures and film will remain at the centre. This policy is to ensure your child's safety and your family's privacy. (See registration form.)

Communication: The centre uses parent cubbies to distribute information, including parent bills and receipts. It is the responsibility of parents/guardians to check their cubbies daily.

Parent & Guardian Involvement: Parent and guardian involvement is essential to the success of LSCCC. We appreciate the contributions of parents and guardians and will ask for participation throughout the year in the following ways:

- Attending the LSCCC AGM: The AGM is typically held in November and is where board of directors are nominated.
- Responding to requests for supply donations: When the centre is in need of supplies for activities notices will be posted on the door. These supplies can range from craft supplies to donations of gently used hats or other clothing.
- Fundraising: As a non-profit organization fundraising is an essential activity to enhance programming throughout the year. Parents and caregivers will be asked to contribute to fundraising throughout the year. While participation is not mandatory, everyone's participation is necessary to ensure quality programming. Participation will be encouraged by providing options for fundraising participation, including an option for monetary donations in lieu of fundraising. Charitable tax receipts will be issued for all monetary donations made to the centre.

XIII. Inclusion Policy

We believe that each child deserves an environment and experiences that promote growth in all areas of his or her development. Opportunities are provided for all children to participate in social free play and routines throughout the day. We provide developmentally appropriate group experiences for all children and encourage the socialization of every child with peers.

Our waiting list identifies children with additional support needs, so that the appropriate support will be in place at the time of registration. We respect and value the input of the family, the needs, abilities and interests of the child and the knowledge of professionals, when creating an individual program plan.

LSCCC is accessible by way of ramps, elevator, large door openings and open planned rooms that can easily be rearranged to accommodate specific needs. Daily events, activities, field trips are planned to accommodate the needs, interests, and abilities of all children.

Centre staff are required to complete professional development each year, including training devoted to inclusion. Medical procedures required for each child are taught to staff by a registered nurse or other health care professional.

XIV. School Attendance

The centre provides care for all days that École Laura Secord School classrooms are scheduled to be closed. In the event that École Laura Secord School has only a part day of school, child care will be provided for all regular periods and as of the time that the children are dismissed for the day. Child care will not be provided for the child if there are classes available.

In the case of an unexpected school closure due to uncontrollable factors including, but not limited to pandemic, natural disaster, building maintenance, fire, etc., the centre will only assume responsibility for your child(ren) for the regular school day operating times.

In the event that the child is absent from school due to appointments with parent(s), parents are reminded that child care will be provided only for the normal AM, lunch and after-school hours. The child is to return to school during regular school hours or stay with parents until normal AM, lunch or after school hours of care, as child care will not be provided until that time.

When École Laura Secord School offers extracurricular activities (e.g. Fun Food, sports, clubs, choir, patrols, field trips etc.) over the lunch hour or after 3:30 dismissal, parents must give their consent for their child to participate. Parents are required to inform the centre if their child will participate in any extracurricular activities to ensure all children's whereabouts are accounted for.

XV. Expulsion From School

The centre will not, under any circumstances, provide care during school hours to a child who has been expelled from school for any length of time. Care will still be available during our regular operation hours. Alternate care arrangements must be made by the parent.

XVI. Lunches & Snacks

LSCCC endeavours to be a Peanut/Nut Free facility.

At LSCCC we follow recommendations made in Canada's Food Guide, such as: limiting foods and beverages high in calories, fat, sugar or salt (sodium) such as cakes and pastries, chocolate and candies, cookies and granola bars, doughnuts and muffins, French fries, potato chips, nachos and other salty snacks, fruit flavored drinks, soft drinks, sports and energy drinks, and sweetened cold drinks.

To ensure the health and well being of each child attending our centre, we request that parents consider these recommendations when preparing lunches/snacks for their child.

To keep food safe in lunch kits please add an ice pack to keep cold foods cold and a thermos to keep food warm and edible.

When sending fruit and vegetables, please send them peeled and cut the way your child enjoys eating them.

Milk is provided at lunch.

Nutritious snacks, including milk, are served in the mornings and after school. A snack menu is posted on the bulletin board in the hallway, and updated when there are any changes made – either permanent or temporary.

It is the responsibility of parents/guardians to provide a lunch each day for their child. If at any time a child requires a lunch made by the centre, a fee of \$5.00 will be charged to the parent.

******DUE TO FOOD ALLERGIES******

******NO SHARING/TRADING OF ANY FOOD, INCLUDING TREATS******

XVII. Anaphylaxis Policy

LSCCC has an anaphylaxis policy which is available upon request to view at the centre. Individual copies can also be provided upon request.

All medical conditions, including allergies and asthma, must be reported to centre staff, and children requiring an adrenaline auto-injector (EPI PEN) are required to carry it at all times on their person in a belt or fanny pack. Children requiring a rescue inhaler must have one available for use at the centre. Parents/guardians will be required to complete a URIS application so that an individual care plan can be established in conjunction with a Public Health Nurse. (See registration form.)

XVIII. Sick Policy

DO NOT bring your child to the centre if they are too sick to participate in ALL activities.

Due to limited staff hours, we cannot be flexible on supervising sick children. If a child becomes ill at the centre, the parent will be notified and the child may be required to be picked up. If a parent is unable to pick up the child, arrangements must be made by the parent for an alternate contact to pick up their child.

If a child does not attend school due to illness or becomes ill at school, LSCCC will not provide care for that child on that day. Arrangements must be made with the school secretary or nurse. If a school age child informs us over the lunch period that they are ill, all efforts will be made to contact the parents/guardians. In the event that the parent or alternate contact cannot be reached, or cannot pick up at the centre by 12:50 p.m., the child will be taken back to the school where the child's teacher and the school secretary will be informed of the situation and/or of the arrangements made with parent to pick up from the school. If a child has a communicable disease, public health regulations must be observed. All confirmed cases will be posted on the information board for all parents.

The following conditions require children to be picked up immediately and will not be permitted to return to the centre while condition persists and/or for a full 24 hours:

- 1) 1 bout of diarrhea
- 2) 1 bout of vomiting
- 3) a fever over 37.5°C

****Note: While applicable 2 negative COVID tests are required before child returns****

XIX. Injuries

In the event of a medical emergency, including serious injuries, parents will be notified immediately, and staff will implement first aid procedures and seek medical attention as needed.

For minor injuries parents will be notified by an incident report at the end of the day.

XX. Medication

Do not send medication of any kind in lunch kits, back packs, etc. It is a safety issue when medicines are left unattended in children's lockers or knapsacks. Only once the parent has provided written authorization can a staff administer medication to a child.

Staff will administer only personal prescriptions filled by a pharmacist, with a label bearing the doctor's and child's names and specific directions for administration. Only dosages determined by the doctor will be administered. The parent must hand this medicine to a staff and sign the consent form detailing dosage and times medication is to be administered.

XXI. Sunscreen And Bug Spray

The centre will provide and apply, as necessary, sunscreen and bug spray, unless notified by parent. (See registration form.) Parents may provide their own sunscreen and/or bug spray if their child requires a specific kind for skin sensitivities, allergies, etc. A donation fee will be requested per child towards purchasing sunscreen, however if the fee is a concern, please contact Director.

XXII. Staffing

Manitoba Child Care Program Licensing requires that one-half of all core centre staff be classified as either Early Childhood Educator II or Early Childhood Educator III. All staff in the centre must have current Emergency First Aid and CPR training. Ratios for children 6 to 12 years are one (1) staff to fifteen (15) children. Ratios for children 5 years old are one (1) staff to ten (10) children.

ECE regular shifts are posted on the parent information board.

XXIII. Personal Belongings

Each child must have a pair of indoor shoes that remain at the centre for use each day. These shoes must have non-marking soles and fit securely.

Some types of shoes that are not safe for gym use are:

- 1) dress shoes
- 2) slippers
- 3) flip-flops

4) Crocs

Gum is not allowed at day care. Money is also not allowed at day care.

LSCCC will not be responsible for lost or broken items brought to the centre. Please label your child's clothing to avoid loss and confusion. Bring toys of a non-violent nature only on specified toy days. Toys brought on other days will be sent home. Please check your child's locker each day to keep it tidy and avoid any occurrences of things going missing during the evening hours. Children riding bikes to the centre must provide their own locks. Bikes must be secured at the bike rack located at the front of the community centre. Day care is not responsible for lost or stolen bikes.

XXIV. Field Trips & Outdoor Play

Day cares are required to provide daily outdoor play for the children. In winter, where temperatures are below -25°C including wind chills, outside time will be limited to a direct walk from day care to the Ruby St. school entrance. On school breaks and in-services with such weather conditions, the children will not go outside. Please dress your child/ren appropriately for all weather conditions. Staff will ensure all outdoor clothing items (e.g. ski pants, rain coats, hats, etc.) sent from home are worn. Only when parents communicate to the staff that their child can make their own choices regarding outerwear, will the staff allow clothing items to be left in the locker, except in cases of inclement weather when it is deemed unsafe or unhealthy to do so by centre staff.

When time permits, we will play at local parks, the school structure and swim in the RA Steen pool. Your child will be supervised by day care staff at all times. Day cares are required to obtain written consent for your child to participate in these outings.

On field trip days, if a child arrives at the centre after the scheduled departure time, care may not be available. It will be the responsibility of the parent to make alternate arrangements for that day.

If for any reason the child is dropped off at the field trip location after admittance has been paid by the centre, it will be the responsibility of the parent to pay for their child's admittance fee. The parent will also be responsible to directly hand their child over to a staff member.

Field trips will be planned during school in-services and holidays, pending the availability of funding. Parents will be informed of all field trips, giving information on locations and means of transportation. Consent forms must be signed by the parent for these field trips. In summer, a package will be compiled listing all field trips for the entire summer holiday, including one consent form listing all the field trips. For breaks and in-services, individual notices of the field trips will be given to the parents with an individual consent form required for each field trip.

Children are not allowed to bring money for any reason on these outings; all expenses will be paid by the centre.

XXV. Transportation Policy

Each parent is responsible for their child's safe arrival to the centre. Parents are requested to escort child/ren into the centre where they can alert a staff member of the child/ren's arrival. Children who remain in the parking lot or in the stairwell cannot be supervised. Once the child has been recorded as present by the centre staff, the child will become the responsibility of the child care, until that time the child remains the responsibility of the parent.

All arrival and departure times of the children will be documented.

Children attending École Laura Secord School will be escorted to the school ground and supervised until the bell rings at 8:55 a.m. At this time LSCCC relinquishes all responsibility. At kindergarten dismissal at 11:30 a.m., staff will meet this group, take attendance, and escort them back to the daycare. At noon, the school age staff will meet the children at our designated space beside the school office on the main floor where they will take attendance. The centre now reassumes responsibility for the children over the lunch hour until they are escorted back to the school ground and the bell has rung at 12:55 p.m. At 3:30 p.m., staff again meet the school age children beside the school office, take attendance, and re-assume responsibility for them until the parent/guardian picks them up from the centre.

In the event that a person other than the parent is to pick up your child from the day care, please give details of names and approximate time of pick up to the staff, on that specific day. All adults authorized to pick up your child should be included on your child/ren's registration form.

Reinforce to your child that they cannot leave the school grounds to go to the store or play with friends. If your child/ren will not be attending LSCCC at lunch or afterschool, we require notification from a parent/guardian to ensure your child's safety and so all concerned parties know of their whereabouts.

The centre must be notified for all absences, including AM, lunch and after-school hours. If your child does not show up at the centre at the designated time, the parent will be contacted. Please keep all phone numbers current to ensure that you and all alternate care adults can be reached in the case of an emergency.

Parents of children attending any other school must make their own transportation arrangements. These arrangements are to be put in writing and approved by the LSCCC Board of Directors before your child will be admitted into the program.

Under no conditions will the staff be permitted to transport a child to or from school in their personal vehicle. The centre will arrange appropriate transportation for outings and field

trips that meet the needs of all the children enrolled at the centre, including public and rented buses equipped for accessibility.

XXVI. Insurance

Although the centre does not carry individual insurance policies, parents are encouraged to carry some type of student insurance policy for each child.

XXVII. Unexpected Closures

The centre may be forced to close with little or no notice given to parents, due to uncontrollable factors including, but not limited to, pandemic, natural disaster, building maintenance, fire, etc. In these rare situations parents will be notified via a phone tree and notices will be placed on the doors of the centre. If the centre is forced to close during the hours of operation, parents will be notified immediately and an alternate pick up place will be determined.

In the case of a pandemic, the centre will remain open as long as it is safe to do so and staff-to-child ratios are maintained.

XXVIII. Closures Due To Weather

When Winnipeg School Division #1 closes due to inclement weather conditions, the child care will also close. Parents who have already dropped their child/ren off at the centre will be contacted to have their child/ren picked up immediately, and make arrangements for alternate care. Fees will be charged for these storm days where the child care is closed. Local radio stations broadcast weather conditions and school closures.

XXIX. Behaviour Management

At LSCCC we use positive guidance techniques, which are adapted, based on children's developmental levels. The function of the centre is to meet the needs of ALL the children registered in the program. We encourage the children to make positive choices and offer natural consequences that are relevant to those choices. Communication and requests to the children are done so in the form of a positive statement (e.g. "please walk" instead of "don't run").

We DO NOT permit, practice or inflict:

1. Any form of physical punishment which includes striking a child either directly or indirectly or with an object, shaking, pushing, or spanking. This also includes forcing a child to repeat a physical movement which may result in physical injury to the child.
2. Any form of verbal or emotional abuse which includes any harsh, belittling or degrading responses by any adult in the centre, which may humiliate or undermine a child's self-respect.
3. Denial of physical necessities such as shelter, clothing, food, bedding, or toileting.

4. The isolation of a child unattended by staff.

When disruptive behaviour occurs, the following procedures are followed:

1. The child will be removed from the problem situation and the undesirable behavior discussed. After listening to the child's concerns, a warning will be issued. If a child is being uncooperative, it may be necessary to remove the child from the activity area until a reasonable conversation can take place.
2. If a warning does not suffice, the child's energies will be redirected by a staff member, to an alternate activity.
3. If the disruptive behavior persists, the child will be informed of the consequences if the behavior continues. The consequences will reflect the undesirable behavior, and will be linked to the loss of a privilege in the daycare. This will be at the discretion of a staff member.
4. Behavioral concerns that need to be brought to a parent's attention will be documented on an Incident Report and signed by the parent. These reports are then signed by the Director/Assistant Director and placed in the child's file. A copy can be provided for a parent upon request.

EXAMPLES OF SEVERE BEHAVIOUR INCLUDE:

1. On more than occasion, a child runs away from the staff/group/centre.
2. The child displays outbursts of unprovoked violence.
3. Abuse of other children or staff, including verbal, physical or emotional, including but not limited to bullying.

These behaviours that are seen to be potential hazards to the children or present a risk to the staff of the daycare will result in the IMMEDIATE removal of the child from the environment and a suspension will be initiated.

Guidelines once Suspension initiated:

1. Suspension will commence at the time of the infraction.
2. NOTIFICATION OF PARENT/CAREGIVER: The Director (or Assistant Director if the Director is unavailable) will contact the family immediately to notify them of the suspension. At this point it becomes the parent's immediate responsibility to pick up the child from the centre or find another adult to immediately pick up the child.
3. The Director (or Assistant Director) will provide verbal description of the concerning behavior at the time of the above phone call, AND will follow up with written documentation of the event (usually the same or the next day). A meeting will also be arranged ASAP between the Director (or Assistant Director) and the family. This meeting is typically organized for the next business day, to discuss the behaviour/issue along with plans for follow up/return to the centre (see #5 below).

4. Family is not billed for the time from the initiation of the suspension to the time offered for the family meeting. If family delay the timing of the meeting, they will be billed for the delayed days (i.e. the time from the offered meeting until the family organizes time to attend said meeting).
5. At the arranged meeting, the behaviour/issue will be discussed, and a contract will be set up regarding these behaviours, with appropriate consequences and next steps should the behaviour or similar behaviours occur again.
6. LENGTH OF SUSPENSION: The length of suspension will be from the time of infraction up to the time the contract is set up with the necessary supports/plan is in place at the centre. At this point the child can return to the centre.
7. Should behaviours be on-going, and disruptive/harmful to the daycare children/staff/property, the Board of Directors, in consultation with the Director, has the permission to permanently expel the child from the centre. Any decision made by the Board of Directors will be final.

LSCCC staff strive to provide safe, quality care to all children in the program. Therefore, due to the size of the centre and the number of staff, we are in not in a position to provide the supervision necessary when these behaviours occur.

XXX. Use of Email, Electronic Devices and the Internet Policy

This policy is meant to ensure that people's privacy and the confidentiality of information about the Centre, children, parents/guardians/caregivers and staff are upheld. Everyone involved with the Centre must adhere to this policy. Failure to do so can result in consequences and disciplinary action.

Staff may use the internet when appropriate to access information needed to conduct Centre business and are responsible for using the internet in a manner that is ethical and lawful. Staff, children and all others using the Centre's computers and electronic devices must respect and protect the privacy of others and must respect and protect the integrity of all electronic resources. All intellectual property (ideas, creations, copyrights) of others must be respected and protected. All communication must be in a respectful manner and the use, or discovery of the use of any threatening or inappropriate material, must be reported.

Inappropriate use includes, but is not limited to:

- Intentionally accessing, transmitting, copying, or creating material that violates the confidentiality of children, parents/guardians/caregivers, staff, or the Centre itself.

- Intentionally accessing, transmitting, copying or creating material that violates the Centre's Code of Conduct which includes messages that are pornographic, threatening, rude, harassing, bullying, or discriminating.
- Intentionally accessing, transmitting, copying or creating material that is illegal, such as obscenity, stolen material or illegal copies of copyrighted works.
- Using the Centre's technological resources for personal use without permission or for personal gain.

Staff may not use cell phones and other personal electronic devices when they are caring for and supervising children. Anyone who may need to contact a staff person during the staff person's regularly scheduled working hours must contact the Centre's direct line.

If, for safety purposes, it is necessary for staff to take a personal cell phone during the course of outings with children, it must be used only for emergency contact with the Centre or the children's parents/guardians/caregivers.

If it is necessary, and with the parent's/guardian's/caregiver's permission, for a staff person to use a cell phone or other electronic device to photograph or videotape children, the data must be downloaded onto the Centre computer and immediately deleted from the staff person's phone or device.

Information about staff, children, parents/guardians/caregivers and the Centre (including photos or videos) must not be posted on a staff person's web space, any social networking site (e.g. blogs, Facebook, MySpace, Twitter, etc.), any public networking or file sharing site (e.g. Photo bucket, Flickr, YouTube, etc.) or any other type of internet website.

Staff must not accept children as "friends" or "buddies" when using social networking sites such as Facebook or MSN.

Authorized employees of Laura Secord Community Child Care Inc. have the right to monitor the use of information technology resources and to examine, use and disclose any data found. They may use this information in disciplinary actions, and release to the police if it is criminal in nature.

XXXI. Code Of Conduct

LSCCC strives to provide a safe, caring, learning environment for staff, children and families.

The mission of LSCCC is to meet the needs of the community by providing inclusive, quality child care for ages 5 to 12 in a licensed, supervised facility. Our primary objective is to offer an environment of trust, security, safety and happiness that fosters the developmental growth of all the children, based on their cognitive, emotional, creative, physical and social needs.

We follow these Guiding Principles:

BE RESPONSIBLE We are responsible for our actions and words. We treat others as we want to be treated. When we make a mistake, we make amends rather than excuses.

BE RESPECTFUL We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment and materials.

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

In order to achieve the above, it is imperative that each and every individual who is associated with our Facility abides by this Code of Conduct and conducts him/herself in a respectful manner. This includes licensees, owners, Directors, managers, all other employees, children, parents, guardians, caregivers, and family members of children enrolled with our Facility. It also includes members of the Board of Directors and anyone else involved with our Facility.

This includes, but is not limited to:

- Therapists, professionals/Para-professionals
- Volunteers
- Practicum students
- Contractors/maintenance service providers
- School personnel
- Licensing coordinators and inspectors
- Courier drivers
- RAS Community Centre Staff/Board of Directors

We will actively strive to create and maintain an environment that supports the health, safety and well being of everyone associated with our Facility by employing pro-active strategies and appropriate policies and procedures. This includes:

- Developing positive relationships, including making time to talk and listen.
- Establishing clear, consistent, simple limits and stating limits in a positive way.
- Providing explanations for limits, rules, procedures and policies.
- Role-modeling and encouraging appropriate expectations for behavior.
- Working together in partnership to solve problems.
- Having realistic and developmentally appropriate expectations for behavior.

- Ensuring our environment, our program and all materials used in our program meet the needs and interests of children and others associated with our program, and that they encourage appropriate behavior and reduce the potential for inappropriate behavior.
- Establishing consistent, yet flexible schedules and routines that help children gain trust, security and self-control.

We recognize that varying developmental capabilities of children and understand that is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for appropriate behaviour and consequences for inappropriate behaviour.

The following behaviours are unacceptable and will not be tolerated:

- All forms of bullying (physical, verbal, emotional, social or cyber-bullying including comments, actions or visual displays that are intentional, hurtful and repetitive. Examples include hitting, pushing, and name-calling, mocking, excluding someone, spreading rumors or gossip either in person or by using social networking internet sites, public networking/file sharing sites or any other type of internet website.
- Harassment, including behavior that degrades, demeans, humiliates or embarrasses someone that a responsible person would know is unwelcome, including, but not limited to touching, name-calling, offensive jokes, yelling, etc.
- All forms of abuse (sexual, physical or psychological) including verbally, in writing or otherwise
- Discrimination against any person or group because of their race, color, ancestry, nationality, place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital or family status, source of income, political belief, and physical or mental disability
- Actions that put another person at risk, of harm including violent physical acts (with or without a weapon), threatening someone, being under the influence of alcohol or drugs.
- The inappropriate use of technology, including e-mail, the internet and other technology, in keeping with our policy on the use of technology.

Individuals found breaching the Code of Conduct or displaying any form of inappropriate behaviour as outlined in this Code will be subject to disciplinary action. The disciplinary action and resulting consequences will depend on the severity, the nature, the circumstances, and the frequency surrounding the inappropriate behaviour. LSCCC recognizes the importance of ensuring any consequences are pre-planned, fair, consistent, and in the case of children, based on the level of the child's development. We also recognize that keeping with this, we will ensure, whenever practicable, that any resulting consequences are based on discussion and a cooperative approach and that they provide opportunities for the person to change his/her behaviour.

In the case of staff, practicum students, volunteers or other adults associated with LSCCC typical steps will include:

- Reminding individuals of expectations and limits.
- Giving a verbal or written warning outlining concerns and the consequences if the inappropriate behavior continues.
- Suspension.
- Dismissal.
- Prohibiting individuals from being on the premises.

In the case of children participating in our program, typical steps will include:

- Reminding children of expectations and limits.
- Expecting family members to engage in discussions related to their child's.
- Inappropriate behavior and/or developmental concerns.
- Having a meeting to discuss concerns and to develop an action plan for the future.
- Developing a written contract (in the case of older children) outlining specific expectations and consequences.
- Giving a written warning outlining concerns and the consequences if the inappropriate behavior continues.
- Suspending or withdrawing child care services because of a child's or family member's behavior.
- Accessing outside resources (e.g. Child and Family Services, Mediation Services, therapists, etc.).

This Code of Conduct sets out the expectations for respectful behaviours within our facility and is meant to assist in maintaining a safe, caring learning environment for all who participate in our program.

Conflict of Interest/Personal Relationships between families and employees

Any possible conflicts of interest i.e. personal relationships between employees/parents/other adults associated with LSCCC must be disclosed to the Director, and may be subject to review by the Board of LSCCC, should the relationship be seen to negatively affect employee performance (including but not limited to favoritism), or parental expectations while at LSCCC.

XXXII. Safety Charter

An enhanced Safety Plan has been created in conjunction with the Province of MB – Child Care Safety Specialist to ensure the centre/staff/children are prepared for any

emergency. A copy of the complete Safety Charter is available at the centre and individual copies are available upon request.

XXXIII. Conclusion

We would like to take this opportunity to welcome you and your child(ren) to our program. We look forward to our time together!